



**Embassy of Greece
Panama**

Vacancy announcement

Position of Executive Assistant at the Embassy of Greece in Panama; up to two-year contract/renewable offered.

The Embassy of Greece is looking for an Executive Assistant to support our team. You will manage mostly business related tasks such as scheduling, creating reports, organizing meetings, taking minutes, performing office duties and other administrative and organizational tasks. To do this role properly you should have a detailed understanding of the full Microsoft Office suite, be extremely fast at solving problems and have experience as an executive or administration assistant in the past.

Applicants should:

- be permanent residents or citizens of Panama
- fulfill age and labor law requirements according to Panamanian (and Greek) relevant legislation
- be fluent in Spanish and have a good command at least of the English language. Knowledge of the Greek language will be taken into account.
- Have at least a High School Diploma
- Have professional verbal and written communications skills
- Have social skills
- Have a proactive approach to problem-solving and ability to organize a daily workload by priorities

Applications with:

- Curriculum Vitae,
 - color photo,
 - declaration that they will provide documentation supporting the qualification criteria and Certificate issued by the competent authority attesting the absence of any criminal record and/or ongoing criminal procedures
- should be sent to the Embassy of Greece by email (gremb.pan@mfa.gr) and received latest by December 15, 2024.

Applicants fulfilling above requirements will be called for interview at the Embassy of Greece, Edificio Trasban, Calle Ricardo Arias y Ave. Samuel Lewis.

Panama, November 20, 2024