



**Embassy of Greece
Panama**

Vacancy announcement

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

The Embassy of Greece is looking for a Translator/Office Assistant to support our team. You will manage mostly business related tasks such as supporting our team with documents in the Spanish language, accessing news, and/or writing reports for the Embassy. 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 officer 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