



ΕΛΛΗΝΙΚΗ ΔΗΜΟΚΡΑΤΙΑ  
ΓΡΑΦΕΙΟ ΣΥΝΔΕΣΜΟΥ  
ΠΡΙΣΤΙΝΑ

HELLENIC REPUBLIC  
LIAISON OFFICE  
PRISTINA

Ref: 583

**VACANCY: Administrative Assistant at the Greek Liaison Office in Pristina**

**Job Description (Main Duties)**

A variety of tasks, including mainly administrative support in order to optimize workflow procedures in the office, as well as communicating with the Kosovar and foreign public and private institutions, companies and individuals, including Greek ones.

**Requirements and Qualifications of the applicant:**

- Kosovar citizenship and/or permanent residence in Kosovo
- Be at least 21 and less than 60 years old at the time of employment
- University degree
- Excellent or very good knowledge of Albanian, English (obligatory) ,Greek (optionally), Serbian (optionally)
- Proficient computer skills (knowledge of MS Office suite, internet and social media applications)
- Relevant previous professional experience would be positively considered
- Communication and public interface skills
- Driver's license will be an additional asset
- No criminal record

## Conditions of employment

- Two - year contract
- Full time regular work hours (Mon - Fri, 08.30 -16.30)
- Occasional need for work at irregular hours, including weekends

## Application Process

- Interested applicants must send their applications in English complete with a CV, motivation letter and other supporting documents ( reference letters, Microsoft certification in MS Office suite or equivalent, other diplomas for language knowledge etc.) to the email: [grpristina@mfa.gr](mailto:grpristina@mfa.gr) by 3th of July, close of working hours.
- The Greek Liaison Office will make a pre-selection on the basis of the submitted CVs and will shortlist the candidates to be interviewed in the context of the final selection process.
- Only the shortlisted candidates will be notified by July 15th.



June 22, 2022