



Embassy of the Hellenic Republic
in Saudi Arabia

27 August 2024

VACANCY ADVERTISEMENT

The Embassy of the Hellenic Republic in Saudi Arabia hereby announces its intention to hire one (1) full time employee with a two year employment contract (renewable), as Management Assistant.

The applicant should meet the following requirements:

- a) Holder of a valid residence permit in the Kingdom of Saudi Arabia or Saudi national.
- b) Hold a higher education degree.
- c) Excellent knowledge of Arabic (native speaker level) and English (both writing and speaking). Knowledge of Greek and French will be considered an asset.
- d) Excellent computer skills.
- e) Above 21 and under 60 years of age.
- f) Previous experience / work related to similar position would be strongly appreciated.
- g) Good teamwork spirit and organizational skills.
- h) Greek citizens who are subject to military service must have fulfilled their obligations or have been legally exempted from them.

The monthly remuneration amount will be 2,400 euros.

If the employee holds Greek citizenship, he or she will be subject to Greek social security legislation. Social security status of non-Greek citizens will be subject to the laws and regulations of the Kingdom of Saudi Arabia. Employer social security contributions shall be paid by the Greek Government.

Applicants should send an introduction letter and CV to the following email addresses: gremb.ria@mfa.gr, grcon.ria@mfa.gr (CC), with subject “Vacancy – Management Assistant” by Sunday, 8 September 2024.