



**EMBASSY OF GREECE  
ABU DHABI**

**CALL FOR EXPRESSION OF INTEREST FOR THE VACANT POSITION OF  
PERSONAL ASSISTANT/TRANSLATOR AT THE EMBASSY OF GREECE.**

The Embassy of Greece in Abu Dhabi announces its intention to hire one (1) employee with limited employment contract (for two years, renewable), to cover the position of Personal Assistant/Translator.

Candidates should meet the following qualifications :

1. Hold a valid resident permit in the United Arab Emirates,
2. hold a graduate degree, certificate or higher education degree or secondary education degree,
3. Be fluent in Arabic and English. Knowledge of Greek would be desirable,
4. Have a very good knowledge of computer softwares,
5. Have previous relevant work experience in a similar position,
6. Minimum age limit is 23 years,
7. A high degree of confidentiality, team spirit, ability to take initiative, adaptability and communication skills are essential qualities.

The monthly remuneration will be 1.700 Euros.

If the selected person has the Greek nationality, they may choose the Greek National Insurance or a local insurance provider. For other nationalities, local laws are applicable. The employer insurance contributions will be covered by the Embassy.

Interested parties are requested to submit an introduction letter and CV to the e-mail address [gremb.abd@mfa.gr](mailto:gremb.abd@mfa.gr) no later than **Friday 1st November 2024**.