

Boston, June 30<sup>th</sup> 2016

### **JOB VACANCY NOTICE**

The Consulate General of Greece in Boston is seeking to hire a full-time administrative assistant for a two-year contract.

#### **Qualifications and Competences**

- Working Permit in the U.S.A.
- Written and oral fluency in both Greek and English Languages
- Proficient computer skills

Bachelor Degree and working experience will be taken into consideration

Age limits, as well as salary and benefits will be in accordance to the Greek Legislation.

All applicants must submit a letter of interest along with their Curriculum Vitae and photocopies of passport and work permit for non-US citizens (green card) by July 20<sup>th</sup>, 2016 by:

- **Mail:**  
Consulate General of Greece in Boston  
86, Beacon Street, Boston  
MA 02108
- **e-mail:**  
[rgencon.bos@mfa.gr](mailto:rgencon.bos@mfa.gr)
- **Fax:**  
1-617-523-0511