



**CONSULATE GENERAL OF GREECE
IN TAMPA**

JOB ANNOUNCEMENT

The Consulate General of Greece in Tampa Florida is seeking to hire personnel for the position of Secretary, for the period of 2 years.

Qualifications:

- US citizens or US permanent residents (holders of Green Card)
- Age of at least 21 years old at the time of employment and not over 60 years old
- Fluency in English language
- Fluency in Greek language
- Very good knowledge of Microsoft Office, Web skills etc.
- Willing to work beyond normal hours
- Confidentiality and Effectiveness
- Proof of Criminal Record

Applications must be submitted, along with their curriculum vitae, by **August 10th 2024** via e-mail (grgencon.tam@mfa.gr), or by mail (Consulate General of Greece in Tampa, 400N Street STE 1160, Tampa, FL 33602).

Tampa, July 10th 2024

