



**PERMANENT MISSION OF GREECE
TO THE UNITED NATIONS**

Vacancy Announcement of one (1) position of Executive Assistant

The Permanent Mission of Greece to the United Nations in New York is seeking to recruit one (1) full-time Executive Assistant to the Permanent Representative. The appointment will be made on the basis of a two-year contract, renewable upon satisfactory performance and continued operational needs.

Monthly salary: EUR 4,000 (paid in USD).

Duties and Responsibilities

Under the direct supervision of the Permanent Representative, the successful candidate will be responsible for providing executive, administrative and logistical support, including:

- Managing the Permanent Representative's professional and social calendar, including scheduling meetings, appointments, official engagements and social events;
- Coordinating invitations, guest lists, RSVPs and seating arrangements for official functions, receptions and diplomatic events;
- Organizing travel arrangements, transportation and logistical support for the Permanent Representative and official visitors as required;
- Assisting with protocol arrangements for high-level visits, bilateral meetings and official events hosted by the Mission;
- Coordinating the preparation and readiness of the Official Residence for receptions, dinners, cultural events and other official functions;
- Supervising arrangements related to catering, hospitality, event logistics, household supplies and external contractors for official Residence events;
- Monitoring the general upkeep and operational needs of the Official Residence and liaising with maintenance and service providers when necessary;
- Supporting the Mission's administrative and organizational activities and performing other duties as assigned.

Required Qualifications

- U.S. citizenship or lawful permanent resident status (Green Card);
- Minimum age of 21 years and not over 60 years;
- Greek male citizens must have fulfilled their military obligations or be permanently exempted;
- Excellent command of both Greek and English (written and spoken);
- Excellent computer skills and proficiency in standard office software applications;
- Previous professional experience in position;
- Certificate of non-criminal record.

Desirable Qualifications

- Experience in diplomatic missions, international organizations or governmental institutions;
- Experience in protocol, event management, hospitality or residence administration;
- Experience in building or facilities management;
- Ability to work effectively under pressure and manage multiple priorities simultaneously.

Candidates are requested to send their application to the Permanent Mission of Greece with a recent resume, A copy of their passport or Permanent Resident Card (Green Card) by July 17, 2026 to info.grdel.un@mfa.gr .

Only shortlisted candidates will be contacted for interview.