



Embassy of Greece in Israel

VACANCY ANNOUNCEMENT

The Embassy of Greece in Tel Aviv is recruiting

Administrative Assistant

Job Description

- Serve as a primary point of contact for visitors and external enquiries
- Provide clerical and administrative support
- Carry out consular tasks as assigned
- Manage correspondence, including emails; schedule appointments; and answer phone calls.
- Collaborate with Embassy staff on daily operations and projects.

Qualifications & Skills

- University degree or equivalent qualification.
- Excellent command of English and Hebrew, both written and spoken.
- Knowledge of Greek and/or Arabic will be considered an advantage.
- Strong organizational, interpersonal, and communication skills, with the ability to work effectively in an international environment.
- Proficiency in Microsoft Office.
- Previous work experience will be considered an asset.

Employment Conditions

- Full-time, fixed-term contract of two (2) years.
- Monthly salary: 2,500 Euros.

Interested candidates are invited to submit their application, including a Curriculum Vitae and a cover letter, to grcon.tlv@mfa.gr no later than **2 November 2026**.

Only shortlisted candidates will be contacted.