



**EMBASSY OF GREECE  
RIYADH**

**ANNOUNCEMENT FOR THE RECRUITMENT OF A PERSONAL ASSISTANT**

The Embassy of the Hellenic Republic in Riyadh, announces the intention to recruit one (1) Personal Assistant with a two-year contract.

The successful candidate is required to:

1. Be between 21 and 65 years old,
2. Be a permanent resident of the Kingdom of Saudi Arabia and/or possess the right to work legally in the Kingdom
3. Have excellent knowledge of the Arabic and good knowledge of the English language. Knowledge of the Greek language is desired.
4. Have fundamental computer skills (Office Suite or equivalent)
5. Provide a copy of their Police or Criminal Record

Professional experience in a similar position and ability to handle confidential and sensitive information will also be taken into consideration.

All interested parties are required to submit (1) a motivation letter, (2) a written commitment to provide originals of all the qualifications when asked and (3) a copy of their CV either through email sent at the **gremb.ria@mfa.gr** no later than **December 15<sup>th</sup>, 2025** KSA time 22:00 or by post (stamp dated no later than **December 15<sup>th</sup>**) sent to:

**Embassy of Greece to the KSA**  
8254 Abdullah Alsahmi Str, P.O. Box 94375, Riyadh 11693  
Diplomatic Quarter