



EMBASSY OF GREECE  
SINGAPORE

Singapore, 11 June 2026

### POSITION OF PERSONAL ASSISTANT

The Embassy of Greece in Singapore, pursuant to article 422 of Law 4781/2021, invites applications for the position of one (1) Personal Assistant (PA) under a two-year employment contract.

#### **Job description:**

The successful candidate will provide secretarial and administrative support to the Head of the Mission and the Embassy. Duties include receiving official visitors, contributing to events and performing any other secretarial or administrative duties assigned by the Head of Mission that are relevant to the role.

#### A. Eligibility requirements

Applicants must meet the following requirements:

1. Be between 21 and 60 years of age.
2. Be a Singapore Citizen or Permanent Resident.
3. Hold at least a secondary education diploma.
4. Be fluent in English. Knowledge of Mandarin will be considered an advantage.
5. Previous professional experience in a similar position will be considered an asset.
6. Have good knowledge of Microsoft Office applications (Word, Excel and Powerpoint).
7. Demonstrate discretion, integrity and the ability to maintain confidentiality.

The ideal candidate is discreet, courteous, professional, able to maintain confidentiality and work harmoniously within the Embassy team.

The remuneration for the position is determined in accordance with the applicable provisions of Greek legislation and amounts to EUR 2,900 gross per month. Please, note that no health insurance is provided. Any overtime will be compensated by the corresponding time off in lieu, rather than by monetary payment.

#### B. Application procedure

Applications should be submitted by email to the Embassy of Greece in Singapore at [gremb.sg@mfa.gr](mailto:gremb.sg@mfa.gr) no later than 22 June 2026 together with the following supporting documents:

1. Curriculum vitae.
2. Photocopy of ID card and photocopy of passport.
3. Photocopy of education diploma and any other certificates in possession relevant to this position.

Only candidates who meet the above requirements and are shortlisted will be invited to the Embassy for an interview before the Selection Committee.

