

**Announcement**  
**Opening of one (1) Temporary Position at the Embassy of Greece in Bangkok**

The Embassy of Greece in Bangkok announce the opening of one (1) Temporary Position (6 months- renewable) for an Administrative Assistant (salary 20,000 baht).

Eligible candidates for the aforementioned position should meet the following, formal requirements:

1. Permanent residence in Thailand
2. Candidates should have fulfilled their military service or be legally exempted.

In addition to the above, the candidates should also meet the specific requirements, as listed below:

1. Excellent knowledge of English and Thai language (both oral and written).
2. Excellent computer skills (MS Office, Microsoft, Excel, Internet).

Possession of a Bachelor or other higher education degree and previous working experience in a similar position, will also be taken into consideration.

Qualified applicants are invited to apply for the vacancy by sending a cover letter explaining their interest in the position, accompanied by a Curriculum Vitae and the hereunder supporting documents sent at the Embassy's e-mail address (grcon.ban@mfa.gr), with the indication "Intent of interest for the position of temporary administrative assistant at the Embassy of Greece in Bangkok":

1. Passport or ID copy.
2. Documentation certifying acquisition of permanent residence in Thailand (for Non-Thai citizens).
3. Language certificates' copies (if acquired).
4. Copies of higher education degrees, university or other (if acquired).
5. Recommendation letters (if available).

Kindly note, that eligible candidates will be required to submit later a criminal record certificate.

Eligible candidates, who meet the aforementioned mandatory requirements and the specific qualifications for the position in question, will be invited to appear before a Selection Committee, appointed by the Embassy, at the premises of the Embassy of Greece in Bangkok (Unit No.100/41, 23rd Floor, Sathorn Nakorn Tower, No. 100 North Sathorn Road, Silom Sub-District, Bangrak District, Bangkok 10500) on a time and date announced in due time.

**Deadline for the submission of applications: Friday, 27th March 2026**