



**EMBASSY OF GREECE
ABU DHABI**

**CALL FOR EXPRESSION OF INTEREST FOR THE VACANT POSITION OF CLERK
AT THE EMBASSY OF GREECE.**

The Embassy of Greece in Abu Dhabi announces its intention to hire one (1) employee with limited employment contract (for two years, renewable), to cover the position of Clerk.

Job description :

- Carry out consular tasks as assigned,
- Provide comprehensive administrative support to the Embassy,
- Handle correspondence, including answering phone calls,
- Collaborate with Embassy staff on daily operations.

Candidates should meet the following **qualifications** :

1. Hold a valid resident permit in the United Arab Emirates,
2. hold a graduate degree, certificate or higher education degree or secondary education degree,
3. Be fluent in English. Knowledge of Greek and/or Arabic would be desirable,
4. Hold a UAE driving license,
5. Previous relevant work experience in a similar position would be an asset,
6. Minimum age limit is 21 years,
7. A high degree of confidentiality, team spirit, ability to take initiative, adaptability and communication skills are essential qualities.

The monthly remuneration will be **1.600 Euros**.

Interested parties are requested to submit an introduction letter and their CV to the e-mail address gremb.abd@mfa.gr no later than **Friday 19 December 2025**.