



Consulate General of Greece in Istanbul

Istanbul, 14 November 2016
Ref.:1595(EN)

ANNOUNCEMENT

The Consulate General of Greece in Istanbul seeks to recruit one (1) person (local Agent) on a two (2) year contract as follows:

Job Description (main duties)

- Reception of the 2 buildings of the Consulate (Consulate main building and Sismanogleio Megaro premises) during working hours / days.
- Communication with Turkish public and private institutions.
- Answer phone calls, organize and schedule meetings and appointments.
- Mail management.
- Help desk - call center duties.

Requirements and Qualifications

- Applicants should be between the ages of 21 and 60.
- Applicants should be in good health and able to fulfill the requirements of the job as described
- Male applicants are required to have fulfilled their military obligations
- Applicants must hold a high school diploma. Holding of a university degree will be considered an asset.
- Excellent knowledge of Greek and Turkish language, both writing and speaking (Turkish native speaker level). Ability to translate and interpret to and from both languages.
- Good knowledge of English both writing and speaking.
- Excellent communications and public interface skills.
- Excellent computer skills (knowledge of MS Word, MS Excel, Internet etc).

- Holding of a valid driving license.
- Previous professional experience in fields of relevant competence would be a strong asset.

Conditions of Employment - Working hours

- Two (2) year contract.
- Regular working hours Monday to Friday 09.00 – 16.00.
- Occasional need for work at irregular hours, including weekends.

Application

Applicants are kindly requested to send their applications, CVs and supporting documents (i.e. reference letters etc.) by e-mail at: grgencon.kon@mfa.gr no later than **Thursday, November 24th 2016, 04.00 pm afternoon** (closing date/time for applications) or with registered postal mail. Postal delivery on time will be determined by postal services time stamp.

The Consulate General will make a pre-selection of the CVs and will short-list the candidates to be interviewed in the context of the final selection process. Only short-listed candidates will be notified by **Tuesday, November 29th, 2016**.

On behalf of the

Consulate General of Greece

in Istanbul

