

Boston, January 21, 2016

JOB VACANCY NOTICE

The Consulate General of Greece in Boston is seeking to hire a full-time administrative assistant for a two-year contract.

Qualifications and Competences

- U.S Citizen or Green Card Holder
- Written and oral fluency in both the Greek and English languages
- Proficient computer skills

Bachelor Degree and working experience will be taken into consideration

Age limits, as well as salary and benefits will be in accordance with the Greek legislation.

All applicants must submit a letter of interest along with their Curriculum Vitae and photocopies of passport or photo ID or/ and Green Card by 2/26/2016 via

- **Mail:**
Consulate General of Greece in Boston,
86 Beacon Street, Boston
02108 MA, or
- **E-mail:**
Grgencon.bos@mfa.gr or,
- **Fax:**
1-617-523-0511