

JOB VACANCY NOTICE

The Consulate General of Greece in New York is seeking a Scientific Associate for its Office of Economic and Commercial Affairs (Greek Trade Office). This is a full-time position with a two-year fixed-term contract, with the possibility of renewal.

The Mission of the Greek Trade Office is to promote and support the trade and investments between Greece and USA.

The Scientific Associate refers to the Head of the Office of Economic and Commercial Affairs (Greek Trade Commissioner / Σύμβουλος ΟΕΥ) or his/her alternate.

KEY REQUIREMENTS

1. **Citizenship/Work Permit:** Must be a U.S. citizen or hold a U.S. residence and work permit.
2. **Age:** Between 21 and 60 years old.
3. **Military Obligations (for Greek males):** Must have fulfilled military obligations or be legally and permanently exempt.
4. **Language Skills:** Excellent knowledge of Greek and English language (both written and spoken).
5. **Education/Experience:**

A **university degree**. Bachelor's or master's degree relevant to the Greek Trade Office's Mission will be considered as an additional qualification

OR

At least **four years of professional experience** relevant to the Mission the Greek Trade Office in New York, which must be verified by a recommendation letter from former employer(s)

6. **Computer Skills:** Proficiency in Microsoft Windows and Microsoft Office suite (Word, Excel, Outlook, PowerPoint).
7. **Internet & Social Media:** Excellent use of the internet and social networking platforms (e.g. LinkedIn).

RESPONSIBILITIES

- Secretarial and administrative support
- Processing commercial and investment inquiries
- Creating and updating databases
- Communicating with government agencies, organizations, and businesses in Greece and the USA.
- Supporting business promotion activities and events in Greece and the USA (e.g. business delegations, trade fairs).
- Representing the Greek Trade Office in business activities and events within its jurisdiction.

APPLICATION SUBMISSION

Your application must include:

1. Detailed Curriculum Vitae (CV)
2. Copy of passport or ID
3. Copy of U.S. residence and work permit
4. Copy of University Degree, accompanying academic titles, and Letters of Recommendation.
5. Copy of Criminal Record Certificate

All required documents (scanned) should be sent to ecocom-newyork@mfa.gr. Applicants must be prepared to provide original documents if requested.

SALARY

Monthly gross salary: **€4,000** with the possibility of covering contributions to a local insurance provider. This is a gross salary, and the candidate is solely responsible for fulfilling all his/her tax obligations.

DEADLINE

August 31, 2025

SELECTION PROCESS

- The selection process includes a **personal interview** and a **short-written test** in Greek and English.
- If you do not hear back from the Greek Consulate General in New York within two weeks after the application deadline, you can assume your application has not progressed to the next evaluation stage.
- All submitted applications and supporting documents will be kept strictly confidential and used solely for the evaluation of candidates.