



*Embassy of the People's Republic  
of Bangladesh  
Athens*

**Recruitment Announcement**

**The Embassy of the People's Republic of Bangladesh in Athens, is going to recruit an administration professional titled 'Welfare officer'.**

**Candidate Profile**

- You are a Greek national.
- You hold a university degree.
- You have at least 4 years or more of relevant work experience as administrative assistant.
- Previous work experience in Embassies, Ministries or international organizations is a distinct advantage.
- You have excellent knowledge in Greek and English (written and spoken). You can faultlessly prepare documents in those two languages for official written communication and you can translate vice-versa (one extra European language would be a plus).
- If you have knowledge of Labour law, Migration law and other will be considered as a strong asset.
- You have strong IT skills and are able to use Microsoft Office (Word, Excel, PowerPoint, Outlook and others).
- You have excellent organizational, teamwork and communication skills. You prioritize effortlessly under pressure and understand that your work sometimes necessitates work outside of regular hours.
- Others describe you as proactive, dynamic, flexible, resilient, respectful and as a true team player.
- You have no problems in performing duties outside your work description when assigned by your superiors.
- You have excellent references from previous employer(s).
- You have a strong sense of discretion and confidentiality.

**The Embassy Offers**

- Competitive remuneration package with social insurance (IKA), allowances equal to two monthly salaries as per the Greek rules and other facilities as per the Bangladeshi rules.
- Challenging and multicultural working environment
- Learning opportunities

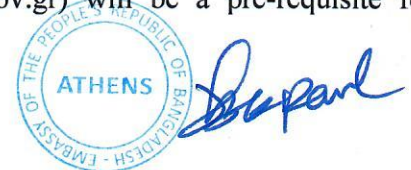
**Type of position:** Fulltime – Indefinite contract.

**Starting date:** Immediately

**How to apply**

Please send your CV in English language, with a small photo and a motivation letter to H.E. the Ambassador of Bangladesh Embassy by **April 15, 2023**. Subject line: "Application for the position of Welfare Officer (WO)" at: [bdembassy.vacancy@outlook.com](mailto:bdembassy.vacancy@outlook.com)

Note: Obtaining a security clearance (criminal record by gov.gr) will be a pre-requisite for employment.



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