

Temporary Consular Assistant/Admin Support Position at the Embassy of Ireland, Athens

The Embassy of Ireland (<https://www.dfa.ie/greece>) has a vacancy for a temporary bilingual Consular Assistant to work in Consular and Visa Section as well as in general office administration. The contract will be for a 1 year period.

Position Description:

This is a demanding role in a small but busy Embassy. The role involves dealing with citizenship and immigration matters (including visa and passport applications) and assisting Irish citizens. Much of the work will involve dealing directly with members of the public and providing a friendly efficient customer service. In addition, the successful candidate will provide office administrative support, event support, translation and other support to Diplomatic Staff.

Skills required:

- Proficient written and spoken Greek and English are essential.
- The ability to work effectively and flexibly in a busy working environment as part of a small team.
- Proven experience of working with the public.
- Proven IT skills.
- Previous similar office work experience is not essential but would be an advantage.

Interview:

A short list of candidates will be invited to attend for interview where the following will be assessed:

- Previous experience of a similar working environment.
- Greek and English fluency – including a short written translation exercise.
- A general knowledge of Ireland is desirable.

It is anticipated that interviews will be held in March 2016 and the position will begin on 1st April 2016.

Post duration:

The position offered is for one year, and will remain a temporary position for the duration of the contract. The position will be full-time.

Interested candidates should forward a CV, cover letter and previous employer reference(s) to:

[email: athensembassyrecruitment\[at\]dfa\[dot\]ie](mailto:athensembassyrecruitment@dfa.ie)

By submitting information electronically, parties accept that data may not be fully secure. Parties may alternatively send their submissions by post to:

[Catherine Aylward](#)

[Embassy of Ireland](#)

[7 Leof. Vas. Konstantinou](#)

[Athens 106 74](#)

The closing date for applications is Friday, 4th March, 2016.

Data Protection:

Any personal information submitted to us will only be used for its intended purposes and will be destroyed when no longer needed. Any other processing or disclosure of personal data is not allowed other than in the exceptional circumstances provided for under the Data Protection Acts.