



**HELLENIC REPUBLIC  
Greece in the USA  
Consulate General in New York**

**ANNOUNCEMENT**

**JOB OPENING**

**Associate – Analyst at the Office of Economic & Commercial Affairs**

The Consulate General of Greece in New York is seeking a full-time Associate – Analyst, for the Office of Economic & Commercial Affairs in New York ("Office").

Fixed-term, two-year contract with the opportunity to renew.

**Required Qualifications:**

- American citizenship or permanent resident card and/or authorization to work in the USA is necessary.
- Qualified applicants must be over the age of 21 years. Maximum 60 years of age.
- Male candidates must have fulfilled their military obligations, or have been legally and permanently released of their obligation (if applicable).
- Strong written and verbal communication skills. Excellent knowledge of the English language and very satisfactory knowledge of the Greek language both written and verbal.
- Degree of Higher Education Institution, or, alternatively, at least four years (4) of professional experience related to the practice of our Office (as described below), preferably but not necessarily in the food / beverage industry. College degree or postgraduate degree relevant to the practice of our Office is a plus (i.e. international financial relations, export marketing, business administration). Candidates with relevant previous work experience should provide Letter(s) of Recommendation from previous employer(s).
- Excellent skills in "*Microsoft Windows*" and "*Microsoft Office*" software programs.
- Excellent skills in using the internet and e-mail.

**Required Skills:**

- Able to handle Office affairs in confidentiality.
- Flexible and able to work in a fast-paced work environment. Working beyond regular office hours may be occasionally necessary.
- Team spirit, consistency, efficiency, diligence, good time-management skills, responsible and willing to carry out tasks.
- Strong work ethic and discipline at the execution of duties.
- Intelligent, resourceful, flexible in resolving problems that may arise and able to prioritize issues.

**Job Description (non-exhaustive):**

- Secretarial support.
- Financial / accounting management support.
- Processing of office correspondence, occasionally completion of errands.
- Conduct market research and analysis, creation of Excel spreadsheets and statistical tables, preparation of Newsletters and presentations (i.e. Powerpoint) on commercial / export / investment matters.
- Translation of documents relative to economic, commercial, investment matters from the Greek to the English language and vice versa.
- Processing of business (exports / investments) requests.
- Communication, networking and cooperation with public authorities, agencies and companies in the US and Greece, as well as with Greek Trade Offices of different countries.
- Support and preparation of business / trade missions, trade fairs / events, promotional events, workshops in Greece relative to the Greek Trade Office's mission.

- Drafting and regularly updating of databases (e.g. exporting/importing/distribution companies, Investing firms)
- Attending and representing the Greek Trade Office at events and exhibitions of commercial and / or investment nature, occasionally beyond regular office hours, both within New York city, as well as in the wider Greek Trade Office jurisdiction area.

Qualified candidates are kindly requested to submit their application to the Greek Trade Office, together with copies of:

- Detailed Curriculum Vitae
- Copy of passport or identity card
- Copy of permanent resident card and/or authorization to work in the USA.
- Copy of Higher Education Institution Degree, additional degrees and Letters of Recommendation.
- Copy of Criminal Record.

Applications together with copies of any supporting documents, may be submitted via email or registered mail at:

Consulate General of Greece in New York  
69 East 79<sup>th</sup> Str.  
New York,  
NY 10075  
[grgencon.ny@mfa.gr](mailto:grgencon.ny@mfa.gr)

Applicants may be required to provide original documents upon request.

Monthly gross salary: **3,000 EUR.**

**Additionally, health insurance coverage at a local entity will be covered.**

**Salary is gross. The candidate is personally and exclusively responsible to pay any tax obligations.**

Application Deadline: **November 25, 2020**

Candidate Selection Process:

- The selection process includes a personal interview, as well as a short, practical written test on the Greek and English languages.
- Applicants that have not been contacted by the Consulate General of Greece within two (2) weeks from the application deadline, should consider their application denied.
- All applications and all related supporting documents will be dealt with confidentiality. The said documents will be used solely for the purpose of evaluating candidates for the above position.