



Announcement
On the Recruitment of a Freelancer for the Position of
“Translator/Interpreter-Secretary”

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The Royal Thai Embassy in Athens is seeking a qualified candidate for the position of “Translator/Interpreter-Secretary” of the Embassy. The applicant is required to meet the following qualifications and requirements:

1. Position

A Freelancer for the position of “Translator/Interpreter-Secretary”

2. Salary and Appointment Type

2.1 The salary is set at 1,155 Euro per month

2.2 The appointment to the position will be for 11 months, from 1 November 2022 until 30 September 2023, and the employment will be under the freelancer’s status (the freelancer is expected to cover on his/her own any tax or social security expenses arising from the employment)

3. Job Description

3.1 To translate documents from Greek into English and from English into Greek

3.2 To undertake communication and correspondence with government and private agencies as well as other Embassies

3.3 To arrange programs and visits for delegation from Thailand

3.4 To perform secretarial duties

3.5 To perform other functions related to the assigned job

4. Qualifications

4.1 Possession of a bachelor’s degree

4.2 Fluency in both oral and written English and Greek

4.3 Secretarial and adaptability skills

4.4 Knowledge in using computer tools, Word, Excel, etc.

4.5 Enthusiasm and willingness to learn new things and complete assigned tasks

5. Application

Interested applicants are invited to submit their curriculum vitae, a current photograph, a copy of identity card, a copy of the university certificate and copies of certificates of any previous job experience, via e-mail: thaiath@otenet.gr, before 21 October 2022.

6. Selection Procedure

6.1 Interview

The Embassy will inform the pre-selected applicants for the date of the interview via e-mail.

6.2 Notification of Acceptance

The Embassy will inform the successful candidate in due course via e-mail.

