



**The Embassy of the Grand Duchy of Luxembourg in Athens (Greece)
is recruiting
1 executive assistant to the Ambassador
Fixed-term contract with effect from 1st December 2025.
40 hours per week**

Your tasks will include, but are not limited to the following:

- Providing executive support to the Ambassador and, if needed, other posted staff
- Handling, planning and managing calendars
- Formulating and quality checking correspondence, translating documents, maintaining contacts and performing research
- Organizing travel arrangements and programs, events as well as coordinating international relocations
- Continuously engaging in written and oral communication in the Greek and English language with Greek, Cypriot, Romanian and Luxembourgish Ministries, agencies, and institutions

Your profile:

- You have at least 5 years or more of relevant work experience.
- Previous experience from Embassies, Ministries, or international organizations is a distinct advantage
- You are bilingual in Greek and French (written and spoken) and proficient in English
- You can swiftly and faultlessly prepare documents in those three languages for official written communication with Ministries, agencies, and other actors
- You have excellent organizational, teamwork and networking skills
- You prioritize effortlessly under pressure and understand that your work sometimes necessitates work outside of regular hours
- You have in-depth knowledge of Greece, Greek administration and Greek society
- You are confident in engaging senior contacts and interlocutors, both in the public and private sectors

- You are proactive, rigorous, flexible, resilient, patient and a team player
- You have no problems in performing duties outside your work description if assigned by your managers
- You have strong IT skills and are able to fully use Microsoft Office (Word, Excel, PowerPoint, Outlook)
- You have excellent references from previous employers
- You have a strong sense of discretion and confidentiality

Please note that the labour law in force in Greece governs the employment contract, including the remuneration.

How to apply:

If you are interested for this vacancy, please send your application, preferably in French, including your CV and diplomas together with a cover letter giving details of current job, salary, availability and reasons for applying by e-mail to athenes.amb@mae.etat.lu before 16 Novembre 2025, subject line: "Application to the position as executive assistant to the Ambassador"