



March 26, 2025

The Danish Institute at Athens Secretary/administrative employee position available

The position of secretary/administrative employee at the Danish Institute at Athens is now available. The position is for 25 hours a week, with 6 hours daily Monday-Thursday, 9-15, and occasional evenings in relation to the Institute's activities.

The position includes secretarial and administrative duties such as: dealing with telephone enquiries, greeting visitors and residents at the Institute, providing general assistance and information, verbal and written correspondence, communication with Greek authorities, companies etc., assisting students and scholars with permissions for access to museums and archaeological sites, as well as general assistance and administrative tasks.

Requirements: excellent level of Modern Greek and English; good working knowledge of IT, including MSOffice; excellent communication and administrative skills; works well with others.

Additional qualifications: good knowledge of Danish, experience with secretarial and/or administrative work, good knowledge of Greece.

The Danish Institute at Athens is looking for an independent, solution oriented, and service minded person, interested in being part of an active and positive work environment. We encourage all interested candidates to apply, regardless of age, gender, religion, ethnicity etc.

Starting date for the position is **June 1st**, or as soon as possible thereafter.

Closing date for applications is **Friday May 9th, 2025, at 13.00**. The application in English with attachments (letter of motivation, applicants CV, relevant diplomas, reference letters) is to be send to Sanne Hoffmann: director@diathens.gr Interviews are expected to be held in May.

The terms of the position follow Greek employment law. Enquiries can be addressed to Sanne Hoffmann: director@diathens.gr , or by phone during Institute working hours Monday-Thursday 9-13 (Greek time): +30 210 32 44 644. For further information see www.diathens.gr

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The Danish Institute at Athens

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