

**RECRUITMENT OF LOCAL STAFF FOR THE TOURISM SECTION (GREEK NATIONAL TOURISM ORGANISATION TURKEY OFFICE) OF THE CONSULATE GENERAL OF GREECE IN ISTANBUL**

**Job description (main duties)**

Monitoring international tourism market (trends, competition, regulatory framework of the business environment) in relation with Greece as a tourism destination.

Providing in depth information (market reports) to GNTTO office in Turkey in order to enhance its activities in Turkey and enable GNTTO to contact selected target groups via social media and web marketing and promotions as well as facilitate Greek and Turkish companies for cooperation or the competent Turkish Authorities and relevant bodies (in order to have their assistance in solving problems that may arise).

Supporting trade missions (fam trips and press trips to Greece) by identifying and promoting business match making in order to expand bilateral tourism relations.

Translating from Turkish to English and Greek and vice versa.

**Requirements and qualifications**

University degree, preferably in the field of marketing, e-marketing, tourism marketing. Holding a master's degree would be an additional asset.

Excellent knowledge of Turkish and English. Knowledge of Greek would be a strong asset.

Excellent communication and public interface skills.

Excellent computer skills, social media skills. Knowledge of web design would be a strong asset.

Ability to work as a part of a team with a high sense of responsibility, confidentiality adaptability and initiative.

Relevant previous professional experience would be a strong asset.

**Conditions of employment**

Two- year contract.

Regular working hours Mon-Fri, 09.00 – 17.00

Occasional need for work at irregular hours.

**Application**

Applications in English together with a CV and other documents (i.e. reference letters etc) that the applicant wishes to submit should reach the Tourism Office by post or email **by July 26st 2016, close of business.**

The Tourism Office will make a pre-selection of the CVs and will shortlist the candidates to be interviewed in the context of the final selection process. Only shortlisted candidates will be notified by **July the 28<sup>th</sup> 2016.**

**Tourism Office**, post address: Consulate General of Greece in Istanbul - Tourism Office)  
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[rachmanidou@gmail.com](mailto:rachmanidou@gmail.com) and [director.tr@visitgreece.gr](mailto:director.tr@visitgreece.gr) responsible for receiving files  
Mrs Maria Rachmanidou.

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