



IN GREECE

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CHAPTER 1

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Where to look for a job?

1 Instead of starting from the resume, start off the job market

The first thing that will help you get a job when you are not experienced is not to focus on your resume but on the job market. This is because it is easier to try to adapt to the requirements of the labor market than to require the market to adapt to you.

Most people first make a resume that they send to dozens of ads. This is the biggest mistake you can make. Do not expect a general resume to provide you with an interview. What you need to do is to target your resume to existing ads to increase your chances of finding your first job.

2 Do not look for your first job, look for your first chance

One of the keys to success is to know how to make the right decisions. The first step you will take will be in the right direction. Most successful professionals have taken all their professional decisions since they were young with a purpose: to do a job that fascinates and distinguishes them. If you are feeling lost where to look for, the following questions what kind of work can you do?

Usually when you do not have an experience, you can work in a place for a trainee or a traineeship. If you are a student you can find such a place through the University. Even if you are a graduate, you can learn the positions of apprentices from the University page. Information such as companies interested in people without a job, the subject of the job they offer, the salary and the contact details will be useful to you. Many faculties give you the opportunity to register as a user and so get instantly

up-to-date with your email. In addition, you enter a list where employers can access. In this way, employers can get in touch and invite you to interview without doing anything.

What requirements do you have from your first job?

Almost certainly your first salary will be disappointing. You can earn more like a bar waiter, but obviously this job does not open up your prospects for the future. It is therefore preferable to choose a job with a worse pay but which can be a business opportunity.

You should choose your first job so that it is the first step in the right direction. An apprenticeship period can pave the way for a subsidized place in a company that can then secure your first job in the specialty you care about.

After answering the above questions, look for the ads that are active at this time to get an idea of the ads that may interest you.

4 Organize your CV about your skills

Most people think that the existence or otherwise of seniority determines the chances that one can find a job, but that is not entirely right. It's easier to find a job if you focus on the skills and skills you have only in the past. Someone who knows you, for example a professor, knows that you have the knowledge and skills but also the will to meet the requirements of the position even if you do not have the proper experience.

Skills: You can refer to technical knowledge, for example, if you know from scheduling, accounting analysis or anything else. You will discover your skills if you think what you like to do and what you are good at.

Capacities: Professional skills relate to technical features and personality details. If you develop your technical knowledge in the previous field, you can focus on your personality: initiative, finding solutions, innovation, organization, leadership skills and whatever else will make you distinctions at work.



State – profit institutions that are to help people find employment

The Labor Force Employment Organization (**OAED**) is a legal entity governed by public law based in Athens and under the supervision of the Minister of Labor, Social Security and Social Solidarity.

The purpose of the OAED is to implement government policy on employment and the fight against unemployment, to strengthen and facilitate the integration of the country's human resources into the labor market, unemployment insurance, the promotion of vocational education and training and its linkage with the employment, intellectual and social development of the workforce and its families, granting benefits for housing protection and helping to organize it and its action in order to improve its standard of living. It also participates in the implementation of the National Reform Program and can implement and participate, in accordance with the guidelines of the Ministry of Labor, Social Security and Social Solidarity, in programs deriving from the National Reform Program.

Useful websites with job offers

1. Neolaia.gr Jobs

At Neolaia.gr Jobs will find ads from Athens, Thessaloniki, Patras, Crete, Ioannina and more generally all over Greece. Easy-to-use menu for quick and easy search.

2. CareerBuilder

CareerBuilder.com is a member of the CareerBuilder.com network, the largest US labor market site since October 2007. The collaboration adds to kariera.gr thousands of young candidates at international level, and makes Greece a Headquarters South Eastern Europe (supervised in Romania and until recently in Italy).

3. Jobfind.gr

At Jobfind.gr, companies place their ads in search of ideal candidates! Site benefits allow companies to filter and evaluate resumes to find the right candidates!

4. Ergasia.gr

At Ergasia.gr, companies can add their own ads, as well as candidates to post their own CVs. In addition, various other interesting categories are running on the site.

5. Douleutaras.gr

How does Douleutaras.gr work? First you describe the work for which you need help. Within a few hours, one or more certified professionals in the field will approach you to perform, you choose and hire the most suitable for your job.

It is free, without any commitment from you, all site professionals are fully certified and evaluated. Save money precious time, choosing the partner and offer that satisfy you, quickly and easily. At the end of the job, you personally evaluate the professional.

6. Careerplanner.gr

Career Planner was established by a team of experienced executives in the field of providing services to meet work needs created in the context of professional activity. A job search and professional careers site, where companies are looking for their future executives and candidates are choosing their future employers.

7. Careerjet.gr

Careerjet is a job search engine designed to make the process of finding online jobs easier for the user.

It brings together a huge selection of job offers available on the Internet in a comprehensive database, linking jobs from company websites, job search offices, etc. The Career jet job search engine network over 90 countries with different management environments they are translated into 28 languages

8.Xe.gr

At xe.gr in the "work" category you will find various job advertisements. More generally, the site is one of the largest ad sites in many different categories.

www.delogo.gr/

www.kritikes-aggelies.gr

www.aggeliorama.gr/

kritikesaggelies.gr

www.jobstoday.gr/ergasia/Ηράκλειο/all/

www.getthejobdone.gr/Ηράκλειο/

www.mathiteia4u.gov.gr/Ηράκλειο/

skywalker.gr/Κρήτη/

www.xe.gr/Κρήτη-Ηράκλειο/

www.citylist.gr/Ηράκλειο/

www.kariera.gr/Ηράκλειο/

gr.indeed.com/Ηράκλειο/

jooble.com.gr/Ηράκλειο/

heraklion.olx.gr/jobs-cat-190

www.topseller.gr/Ηράκλειο/

www.freelist.gr/Ηράκλειο/

www.ergasia-kariera.gr/Ηράκλειο/

www.jobstoday.gr/

www.getthejobdone.gr/

mycarrieragr.com/

www.mathiteia4u.gov.gr/
skywalker.gr/Default.aspx
www.aggeliopolis.gr/
www.xe.gr/
www.jobgrabber.gr/
www.citylist.gr/
www.kariera.gr/
gr.indeed.com/
joble.com.gr/
www.aggelioseto.gr/index.html
mikres-aggelies.com/default/
www.olx.gr/
ageliesagelioforos.wordpress.com/
www.topseller.gr
www.freelist.gr
www.adoos.gr/home/5/
trans.kathimerini.gr/aggelies
www.yourse.gr
www.ergasia-kariera.g



Newspapers with job offers

xe εργασία
Βρίσκετε πάντα αυτό που ψάχνετε

Θέσεις εργασίας Προσφορά Υπηρεσιών

Επιλέξτε κατηγορία Όλες οι περιοχές ημερομηνία: τον

Μουσική/Σύζες Εργασία στο Εξωτερικό Ψηφές & Τυχερές Εργασία στο

Αγορά για μισοφέ. έκστ... Συναγ. για βαρέα κοσ... Τυχερές δουλειές/αγ... Οδηγί... κωσ...

Διοίκηση - Σταύλη Επιχειρημάτων & Συστήρη	Οικιακές Εργασίες - Φροντίδα Κτιρίων	Εκπαίδευση - Μορφώματα
378 αποτελέσματα	1 007 αποτελέσματα	173 αποτελέσματα
Σταύλη Πωλητών 71	Προσωπ. 329	Καθηγητές Σένων Γλωσσών 143
Σταύλη Marketing - Δικ... 60	Οικιακά Βασικά 252	Μαθημάτων 112
Νομικοί Σύμβουλοι - Δικ... 58	Καθαριότητες - Αποκαταμ... 205	Δοκασία 109
Απορρυπαντικό Συμβολοκ... 35	Baby Sitters 141	Φιλολογία 102
Διακοσμητές - Διακοσμη... 24	Άλλες Οικιακές Εργασίες 89	Καθηγητές Καλλιτεχνικών 89
Όλες οι κατηγορίες >>	Όλες οι κατηγορίες >>	Όλες οι κατηγορίες >>
Υποστήριξη Γραφείων - Εξοπλιστήρια Πίνακων - Λογιστήριο	Εμπόριο & Προώθηση	Τεχνολογία Η/Υ
853 αποτελέσματα	643 αποτελέσματα	127 αποτελέσματα
Άλλες Ειδιοκρίτες (Υποσ... 215	Εμποροεισθηλικό 343	Προγραμματιστές & Μζων... 31
Εξοπλιστήρια Πίνακων - C... 142	Πωλητές - Προωθητές Προ... 196	Τεχνολογία Η/Υ 34
Γραφεία 132	Τραπεζ. 88	Άλλες Ειδιοκρίτες Τεχνολο... 33
Λογιστήρια/Φοροτεχνολογ... 104	Άλλες Ειδιοκρίτες Επιμ... 37	Ανακότες Συστημάτων 1
Υπαλλήλοι (Επιτηρητές) 87	Κηρυκ. Επισκεπτικές 5	Όλες οι κατηγορίες >>
Όλες οι κατηγορίες >>	Όλες οι κατηγορίες >>	Όλες οι κατηγορίες >>
Κατασκευές - Οικοδομικές Εργασίες - Μηχανικοί	Τεχνίτες - Εργίτες	Συγκοινωνίες & Μεταφορές
794 αποτελέσματα	390 αποτελέσματα	477 αποτελέσματα
Μηχανικοί - Μολυβδέν... 120	Τεχνικοί & Τεχνίτες Οδη... 114	Οδηγί. Οχημάτων 289
Επισκευαστές 74	Εργίτες 104	Μεταφορές - Μεταφορικό... 77
Ηλεκτρολόγοι 68	Άλλες Τεχνικές Ειδιοκρί... 92	Οδηγί. Ταξ. 64
Συλλογή - Επισκευασ... 60	Ηλεκτρονική 82	Ουαί (Διαφορική) 61
Μαρμαριές - Πατωματ(δ)... 57	Χειριστές Βιομηχανική... 16	Άλλες Ειδιοκρίτες Οδηγ... 11
Όλες οι κατηγορίες >>	Όλες οι κατηγορίες >>	Όλες οι κατηγορίες >>

KRHTIKES AGGELIES

Επιλέξτε κατηγορία Αναζήτηση...

Επιλεγμένες Αγγελίες

Ακρογιαλιά αραιότητα

ΜΕΓΑΛΗ ΑΝΩΝΥΜΗ ΕΤΡΟΦΙΜΟΝ
Ζητά: Υπαλλήλο Τμήματος Προμηθ. Βελτιστή Διατήρησή τους στα επί Αγορών καθώς και της επάρκειας

3171 Αγγ.

Αγγελίες για Εργασία, Ηράκλειο
Ταξινόμηση κατά Προσελεγμένα κριτήρια

Καθαρισμός Επιλογών
ΤΙΣ ΣΥΝΑΛΛΑΓΗΣ:
1. Σητότητα για Εργασία
1. Σητότητα Εργασία

Διαφορές για
1. Νέες Αγγελίες
1. Αγγελίες με φωτογραφία
1. Αγγελίες Ιδιωτών
1. Αγγελίες Επιχειρηματιών
Ξεις κλειδιά

ΦΙΛΟΔΟΦΟΣ Ηράκλειο
7 €
καθηγήτρια με διδακτική εμπειρία & μεθοδικότητα, παραδίδει ιδιαίτερα μαθήματα σε παιδιά γυμνασίου & λυκείου. Παρέχεται δωρεάν...

ΠΩΛΗΤΡΙΑ Κέντρο
8 €
με γορασίες αγγλικών ζητείται για εργασία. Βιογραφικά στο e-mail

ΦΙΛΟΔΟΦΟΣ ΗΡΑ
8 €
με ποικίλη διδακτική πείρα, παραδίδει ιδιαίτερα μαθήματα σε μαθητές Γυμνασίου και Λυκείου. Επιπλέον, αναλαμβάνει την προετοιμασία...

Jobfind.gr
CAREER PORTAL σύνδεση

ΚΑΤΑΧΩΡΗΣΗ ΒΙΟΓΡΑΦΙΚΟΥ
Δημιουργήστε τώρα το Δωρεάν Λογαριασμό σας

ΞΕΚΙΝΗΣΤΕ

ΚΑΤΑΧΩΡΗΣΗ ΑΓΓΕΛΙΑΣ
Καταχωρήστε Δωρεάν την 1η σας Αγγελία

ΞΕΚΙΝΗΣΤΕ

Νέες Θέσεις Εργασίας

skywalker.gr
Εργασία στην Ελλάδα

Hiring now! Click here for more info!

Λέξεις-κλειδιά
Εισάγετε Προγραμματιστής, Αρχιτέκτονας κ.λπ.
*Φάγει στους τίτλους των αγγελιών και στους πρώτους 150 χαρακτήρες

Κατηγορία
Διοίκηση Ανθρώπινου Δυναμικού (HR)

Περιοχή
Όλες οι περιοχές

Αναζήτηση μέσω χάρτη

Απασχόληση
Όλοι οι τύποι απασχόλησης

Are asked for work

1. Technical technicians and assistants are required by a technical company E-mail: info@ilektrodomiki.gr information telephone: 6972329519 and 6977651576
2. Delivery is requested by pizzeria in Heraklion Cretan telephone:6984542434

CHAPTER 2

1. sample CV
2. Application form
3. Reference letter

Reference letter

Jane Smith

123 Main Street, Anytown, CA 12345 · 555-555-5555 · jane.smith@email.com

August 1, 2018

Hiring Manager

ACME Insurance

123 Business Rd.

Business City, NY 54321

To Whom It May Concern:

I would like to recommend Sharon Doe as a candidate for a position with your organization. In her position as Staff Assistant, Sharon was employed in our office from 2022-2022. Sharon did an excellent job in this position and was an asset to our organization during her tenure with the office. She has excellent written and verbal communication skills is extremely organized, can work independently, and is able to follow through to ensure that the job gets done.

During her tenure with our company, Sharon was responsible for supervising the department office assistants. These assistants, under Sharon's management, were responsible for many of the office's basic administrative and clerical functions.

Sharon effectively scheduled and managed several assistants to maintain efficient office operations. She developed a training program for these assistants that led them to become well versed in office operations in half the time they used to.

Sharon was always willing to offer her assistance and had an excellent rapport with the many constituents served by our office including clients, employers, and other

professional organizations. Her ability to effectively communicate with all these people via email, on the phone, and in person made her such an asset to our office.

She would add value to any company, and I recommend her for any endeavor she chooses to pursue. Please let me know if you have any other questions.

Yours truly,

Jane Smith



Employment Application—Short Form

Programs, services and employment are equally available to everyone. Please inform the Human Resources Department if you require reasonable accommodation for the application or interview.

Date of Interview (Month/Day/Year): / / Applicant Data Position
Applied for: How were you referred to us:

Full Name:

Address: City: State: Zip:

Phone: Mobile/Pager/Other: E-mail:

Date Available to Start: Social Security Number: - - Salary Requirements:

If you are under 18 years of age, can you provide a work permit? Yes No If no, please explain:

Have you ever worked for this company? Yes No If yes, when?

Are you a citizen of the United States? Yes No

If not, are you legally allowed to work in the United States? Yes No

Type of employment desired: Full-Time Part-Time Temporary Seasonal

Have you ever pleaded guilty, no contest or been convicted of a crime? Yes No
If yes, give dates and details:

Answering yes to these questions does not constitute an automatic rejection for employment. Date of the offense, seriousness and nature of the violation,

rehabilitation and position applied for will be considered.

Driver's license number (if applicable to position): State:

Summarize Your Special Skills or Qualifications

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Dates of Employment: From ___/___/___ To ___/___/___ Position(s) Held:

Company Name: Address:

City: State: Zip:

Phone: Supervisor: Title:

Responsibilities:

Starting Salary and Title: Ending Salary and Title:

Reason for Leaving:

May we contact this employer for a reference? Yes No

Dates of Employment: From ___/___/___ To ___/___/___ Position(s) Held:

Company Name: Address:

City: State: Zip:

Phone: Supervisor: Title:

Responsibilities:

Starting Salary and Title: Ending Salary and Title:

Reason for Leaving:

Curriculum vitae

FIRST NAME - LAST NAME

Address

Phone

Fax

E-mail

PERSONAL INFORMATION

Date of birth

Marital status

Military Service

Permanent Residential Office

Tel. - Permanent Residence Fax

(They can also be listed at the end of the curriculum vitae as "supplementary personal information")

GENERAL OR SPECIAL PROFESSIONAL OBJECTIVES

Optional reference to what we seek depending on the position, employer organization or organization ... to whom

our resume is being sent.

STUDIES:

Year, Name of Department, Name of Educational Institution,

CONTINUING EDUCATION - TRAINING

Date, Seminar Title (Based on Certificate of Study), Name of Training Organization, Duration

Training (Hours of Theory and Practice)

PROFESSIONAL EXPERIENCE

Year, Place of Work, Name - Type of Organization(enterprise, company). Job Description (tasks -

responsibilities). Type of employment (full-time, part-time, seasonal, etc.)

∅ Traineeships during your studies may also be included.

WORKS - STUDIES - PUBLICATIONS

Reference to work - studies carried out and any publications during the undergraduate studies,

dissertations, etc. related to the intended employment relationship or possibly show good performance.

Foreign Languages

Language, Level (Excellent, Medium, Good) or Study Title

PC KNOWLEDGE

Reference to all knowledge - computer manipulation programs

VOLUNTARY WORK / EXPERIENCE

Reference to potential voluntary work for gaining professional experience or participation in clubs and social benefit unions (eg. Red Cross, Voluntary Blood Donation Group, etc.). Activity in Groups of Cultural Character (Cultural Associations, Thematic Groups, etc.)

INTERESTS

Personal interests and hobbies (eg chess, sports, photography, copper engraving, ...) or even interests that show a preference for engagement in specific business areas (eg attendance of conferences, seminars and lectures on a specific topic related to the subject, participation in research activity, etc.).

HONORS

Participations and any distinctions, awards

***Personal information* Georgiou Maria**



 01/01/1981

 Female

 Greek

 210 0000 000

 6900 000 000

 0000@yahoo.gr



Kiprou 0, Zip code 00000, Piraeus

Requested job

Teacher of Informatics of Secondary Education

Professional experience

September 2005 until today

Private courses in Information Technology

October 2011 - June 2012

Tutorships of AEPP / Informatics in Gymnasium /
Lyceum students in the cram school ME "Success",
Piraeus Tel. 210 0000 000

May 2005 - October 2005

(Practice) Software development based on Java
language at "WEB-NAME", Athens Tel. 210 0000 000

Education

(2000-2005) TEI of Larissa

Degree in Information Technology and
Telecommunications, Specialty in Information
Technology (7,53)

(1997-2000) 0^o U.H Piraeus

High School Diploma (17.5)

Skills

Native language

Greek

Foreign Languages

**English Language, Good Knowledge State Level B2
Language Certificate**

Computer knowledge

Microsoft Windows (XP/Vista/7/8)
Microsoft Office (Word/Excel/Internet-Web browser)

Driving License

Other professional skills

Category B

Very good communication, team spirit

Other information

Distinctions

Performance scholarship during the 2nd year of study at TEI Larissa from the State Scholarship Foundation (IKY)

Seminars

Special Education, Asperger's Syndrome, Athens, 2010

Personal interests

Photo editing, Painting

Attachments

Photocopy of High School Certificate

Photocopy of Diploma in Computer Science

Photocopy of the State Language Certificate

* Reference letters available upon request.

CHAPTER 3

1. What questions may an applicant expect
2. Proper outfit
3. Skills and qualifications

Interview 1.

- 1) Could you talk to me about yourself?
- 2) Could you please tell me some of your achievements so far?
- 3) Are you happy with your career path so far?
- 4) What is the biggest challenge that you have faced so far and what have you done?
- 5) What are your strengths?
- 6) What is your biggest disadvantage?
- 7) What kind of decisions do you get harder?
- 8) Why do you want to work for us?
- 9) What do you like about your current job?
- 10) What do you dislike in your current job?



Interview 2

1. "Why do you want to work here?"
2. "What did you like / dislike in your last job?"
3. "What would you like to do in five years from now?"
4. "What are your greatest successes?"
5. "Can you operate under pressure?"
6. "Why should I hire you?"
7. "How do you accept guidance / criticism?"
8. "Talk to me about yourself"
9. "What is the most difficult situation you have faced?"
10. "Do you prefer to work with others or alone?"



Does dressing play a role or is it a myth?

I think it plays a role it deserves. If I pick out three candidates as the best and one of them has come in a professional attire, he will have a bigger advantage for the position. There is so much competition that it is a pity to lose points from dressing. I'm not talking about excesses. A careful look - a shirt with pants instead of jeans with a t-shirt that we often see - gives a much more serious impression to the candidate, which counts on the overall rating. Many can think of this as a cliché, but it is written in our subconscious that "serious" dressing involves a "serious" profession. Women, indeed, have more choices, although I suggest all time classic dressing: shirt with pants, low or a small heel, light make up.

- A suit is a safe choice to seem professional. Pay particular emphasis on feeling comfortable wearing it, because if it looks "strange" on you, you will give the impression that you have borrowed it from a friend of yours. Avoid bold colors.

- Shoes must be clean and comfortable. For women a good choice are stiletto heels or a stylish pair of boots, while for men it is best to avoid sports shoes and prefer something more classic like leather laced shoes. Socks are a small but very important detail for men, choose colors that match your outfit and definitely avoid white.
- The choice of clothes is very important. Their style depends on the type of company you are addressing. Occupational clothing (suit and tie for example) is suitable for jobs related to office work, sales, lawyers, doctors and generally positions where there is contact with the customer. In more creative places, such as a photographer's job, artistic work or media in general, it is a good idea to follow a more casual style, but it should be sophisticated.

Skills



- **Communication**

Communication is the ability to effectively transfer our thoughts and ideas orally or in writing. In order to have a good communication, it is important that we can listen to our interlocutor and be open to different views and opinions.

- **Creativity.**

Creativity means that we can think beyond the usual or as it is expressed in English "think and act Out of the box". To be creative one should be able to discover new and innovative ways of thinking and ways in which things are done.

1. Familiarity with Technology

A very important role in our daily routine is our familiarity with the latest PC developments and programs related to our workplace. In order to be familiar with the technology we may encounter in our work, daily contact with the PC is required.

2. Teamwork.

Teamwork and the ability to work in a team environment is an important factor in achieving goals and results for all organizations regardless of size.

3. Flexibility with resulting changes

Flexibility in an ever-changing work environment is a very important asset. Flexibility in some cases can be done within the requirements and needs of a company. In other cases, we should be prepared for changes that compare to the rate at which we change clothes.

4. Information management

Information management has to do with our ability to know how we can find and retrieve the information we need when it is needed. This means that we should have the capacity to make use of the means available, whether people, printed or technological media.

Contacts – Do you have enough contacts? The more contacts you have in the marketplace, the more likely it is you will find the job you want.

Credibility – Make sure that everything you do is consistent with the highest ethical standards.

Competence – Be good at what you do. You must be continually working to maintain and upgrade your levels of competence through personal study all your working life.

Intelligence:

In every study, it has been found that fully 76 percent of the productivity and contribution of an employee will be determined by his or her level of intelligence. Intelligence in this sense means the ability to plan, to organize, to set priorities, to solve problems, and to get the job done. Intelligence refers to your level of common sense and your practical ability to deal with the day-to-day challenges of the job.

Leadership ability:

Leadership is the willingness and the desire to accept responsibility for results. It's the ability to take charge, to volunteer for assignments, and to accept accountability for achieving the required results of those assignments.

Integrity:

It's probably the most important single quality for long-term success in life and at work. Integrity begins by being true to yourself. This means that you are perfectly honest with yourself and in your relationships with others. You are willing to admit your strengths and weaknesses. You are willing to admit where you have made mistakes in the past. Especially, you demonstrate loyalty. You never say anything negative about a previous employer or a person whom you have worked with or for. Even if you were fired from a previous job, never say anything negative or critical.

Likability:

Employers like people who are warm, friendly, easygoing, and cooperative with others. Employers are looking for people who can join the team and be part of the work family.

Competence:

competence is the ability to get the job done. It is the ability to set priorities, to separate the relevant from the irrelevant tasks, and then to concentrate single-mindedly until the job is complete.

Courage:

This is the willingness to take risks. Courage also means the willingness to accept challenges. Employers admire men and women who are not afraid to speak their minds.

Inner strength:

Inner strength means that you have the determination and the ability to persevere in the face of adversity. Inner strength means that you have the quality of persistence when the going gets rough. You demonstrate inner strength when you remain calm, cool, and relaxed during the job interview. If you are calm and cool during the interview, it is a good indication that you will be calm and cool in the inevitable crises that occur during the day-to-day operations of the company

CHAPTER 4

How to start a business in Greece

To set up an Individual Business, you should:

1. Locate or find its place of installation. The existence of a business establishment is proven either by a property contract, by a lease or by a concession.
2. The shopkeeper should be in the Compulsory Insurance Fund, which in this case is O.A.E.E
3. Sign up to the Professional Chamber of Commerce as well as check the desired business name.
4. There must be a "Certificate of Initiation" and a VAT(AΦM) number from the competent Tax Office, in whose area the business will be located or falls under.
5. An "Operating License" should be issued.



Competent services and documents required

The services the potential shopkeeper must visit in order to obtain the license to set up and operate a sanitary interest store are as follows.

1. Urban planning or YPEKA depending on the area.
2. Municipal Authority for the application for pre-authorization. In special cases of some areas there may be a need to visit the Ministry of Culture.
 - Use of land (original) by the Town Planning Directorate or by the Ministry of Environment and Energy depending on the location of the store.

The person concerned must provide in the application for pre-approval of the permit the original certificate for land use which he has received since his visit to Urban Planning.

- Building regulations if the store is housed in a horizontal property.

- Layout for the exact location of the store

3. Chamber for temporary registration

4. OAEF for a Certificate of Registration to the Insurance Institution, which will then be submitted to the competent Tax Office.

To visit the OAEF the person concerned must have with him:

- authenticated identity photocopy
- AMKA (Social Security Number)
- the lease of the company's registered office or the concession
- certification from another fund if he is or was insured
- Last 5 year salary slip.
- 110.10 euros

The remaining supporting documents that must be submitted to the competent tax office, are

- Photocopy of ID certified by a public authority
- Certification of registration in OAEF which has been obtained in step 4
- Certification of pre-registration to the Chamber obtained in step 3
- A copy of a lease agreement certified by the owner's tax office.

5. Taxation for starting a profession and VAT

6. Chamber for permanent registration

7. Fire Service Certificate for active fire protection certificate

- building permit
- lease agreement
- study and plan of the space, which is prepared by the engineer of the space

- signed affirmation of fire extinguishers' stores and other fire protection measures to certify that the necessary extinguishing tools have been purchased.

8. Municipal Authority for the final permit

Documents for authorization of a cafeteria license

After you have been granted the pre-approval by the municipal community and after visiting the above-mentioned services, you can submit an application-signed affirmation to obtain the permanent license of the shop. Applications are also submitted by third parties legally authorized for this purpose provided they have the following supporting documents.

- Request - Signed Affirmation

The person concerned completes his / hers application to the municipality requesting an affirmation.

- Photocopy of identity card

If the application is submitted by a company then they must submit accordingly

a) A copy of the company's current and registered company's statutes, certified by the authority responsible for keeping this register.

b) Certificate of the administrative or judicial authority responsible for keeping the register of amendments to the company's statutes / non-resolution.

(c) A signed affirmation of the sanitary and market Officer of the company's representative and a signed affirmation of acceptance by the nominated person shall also be made.

- Certification of main space use done by an engineer.
- Signed Affirmation for non-conviction
- Active fire protection certificate
- Fee
- Business Activity Flowchart in triplicate.
- Municipal Awareness
- Certificate of Activity Start

Application for music licensing

- For AEPI, the person concerned should contact the service representative appointed for the region to visit the site where the store will open. After the visit based on the size of the store and the music the shopkeeper wishes to use, the monthly amount he has to pay to the service will be set.

- Once AEPI has granted him the music license in his store, he must apply for permission to play music to the municipality

Dictionary

Hello = Γεια σου/σας, gia sou/sas

Good morning/afternoon/evening= Καλή μέρα / Καλό απόγευμα , kalimera

Goodbye=Αντίο, antio

What's your name ?= Πως σε λένε; pos se lene?

Where do you come from? = Από που είσαι; Aro pou ise?

How are you?=Πως είσαι; pos ise?

Fine , thanks and you?= Καλά, ευχαριστώ κι εσύ;kala, efcharisto,esi?

Do you speak English?= μιλάς εσύ αγγλικά; milas aglika?

How do you get to..... = Πως πας..... Pos pas.....

Where do I find..... = Που θα βρω.....rou tha vro.....

How much does it cost? = Πόσο κοστίζει αυτό; Poso kostizi afto?

I come from... = Κατάγομαι από... katagome apo....

Pleased to meet you = Χαίρομαι που σας γνωρίζω , herome pou sas gnorizo

Thank you = Ευχαριστώ ,efcharisto

You are welcome = Παρακαλώ , parakalo

Excuse me =Με συγχωρείτε, me sichorite

I do not understand = Δεν καταλαβαίνω, den katalaveno

What does...mean in English? = Τι σημαίνει...στα Αγγλικά, ti simeni sta aglika..

I need some help = Χρειάζομαι λίγη βοήθεια ,chriazome ligi voithia

Please, speak slowly = Παρακαλώ , μιλάτε πιο αργά, parakalo, milate arga!

