

The Royal Danish Embassy in France is looking for an administrative assistant and driver



Position: Administrative assistant and driver

Type of employment: CDD contract, 37 hours/week

Starting date: As soon as possible

Location: Royal Danish Embassy in France
77 Avenue Marceau, 75116 Paris

Deadline for application: 15 June 2022

The Royal Danish Embassy in France is seeking to hire a dynamic, service-minded, positive and flexible administrative assistant and driver.

You will be part of the administrative team of four colleagues, two of which are also drivers.

Responsibilities

Perform a wide variety of office management, administrative and practical support functions: e.g. ensure office and canteen supply, make equipment orders, prepare and/or process administrative requests/documents, ensure functionality of office equipment, change light bulbs, perform minor repairs and routine maintenance, etc.

Ensure follow-up with external companies in charge of building maintenance, incl. in connection with major renovation.

Provide reliable and secure driving services by driving vehicles safely for the transport of personnel, collecting and delivering mail, documents and other items and meeting official personnel at the airport.

Ensure routine maintenance and care of office vehicles in line with the specific technical procedures and requirements, and ensure availability of all required documents.

Perform other duties as assigned.

Job Requirements

- A practical and administrative mindset
- Service-minded and flexible
- Ability to work independently and as a team member
- Driver's license
- Experience from similar positions is an asset
- Fluency in French as well as fluency in either English or French and Danish
- IT skills

Read more about the Danish Embassy in Paris at [Danmark i Frankrig \(um.dk\)](https://um.dk)

Employment condition and what we offer

- A temporary contract (CDD) until the end of 2023
- Standard working hours will be 37 hours per week
- 5 weeks of paid holiday per year
- The salary will reflect your qualifications and relevant experience

Application and recruitment process

To apply for the position, please send your application (in Danish or French) and CV to parambjob@um.dk no later than 15 June 2022.

The Royal Danish Embassy in Paris attaches great importance to equal opportunities for all and therefore welcomes applications from all qualified persons regardless of race, sex, religion, age or disability.

The chosen candidate must present a “No Criminal Record” and pass security clearance by the Danish authorities prior to employment.

Questions

For any questions regarding the position, please contact Henning Hansen at henhan@um.dk, 01 44 31 21 26 or Ulla Smidt at ullsmi@um.dk 01 44 31 21 37/06 78 79 06 38.