

## The Royal Danish Embassy in Paris is looking for an administrative assistant



<b>Position:</b>	Administrative assistant
<b>Type of employment:</b>	Permanent contract (CDI), 30 hours/week
<b>Starting date:</b>	1 October 2024 (or soonest thereafter)
<b>Location:</b>	Royal Danish Embassy in France 77 Avenue Marceau, 75116 Paris
<b>Deadline for application:</b>	23 August 2024

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The Royal Danish Embassy in Paris is seeking to hire a structured, detail-oriented and flexible administrative assistant for the political-economic section.

The political-economic section is a department of currently three posted diplomats, two political officers and two interns, led by the Deputy Head of Mission. The main objective of the section is to follow, analyse and report on developments related to the political and economic situation in France and on French political priorities in the European and the international context.

As administrative assistant, you will serve as secretariat for the political-economic section. You will be responsible for organizing meetings, preparing incoming visits i.a. by Danish ministers, coordinating with French and Danish authorities as well as with other departments of the embassy, accounting, and a wide array of other tasks, in particular relating to the administrative section. The position currently is at 30 hours per week, with a possibility for full-time employment.

### Job Requirements

- A structured and detail-oriented approach
- Service-mindedness and flexibility
- Ability to work independently and as a team member
- Experience from similar positions is an asset
- Fluency in French (verbal and written)
- Fluency in Danish or English
- Good IT skills including Microsoft Office, Excel

Read more about the Danish Embassy in Paris at <https://frankrig.um.dk/fr.aspx>. Read more about the political-economic section here <https://frankrig.um.dk/da/om-os/ambassaden/politik-og-oekonomi/>

### Employment condition and what we offer

- You will be offered a permanent contract (CDI).
- Your standard working hours will be 30 hours per week (with a possibility for full-time employment if you are interested)

- You will be entitled to 5 weeks of paid holiday per year
- Your salary will reflect your qualifications and relevant experience

### **Application and recruitment process**

To apply for the position, please send your short application (in Danish or French) and CV to [parambjob@um.dk](mailto:parambjob@um.dk) no later than 23 August 2024

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 Lars Bjørn Holbøll at [labhol@um.dk](mailto:labhol@um.dk), tel: 06 7160 3900.