

The Royal Danish Embassy is seeking a handyperson and driver

Position:	Handyman/woman and driver
Status:	CDD, 35 hours/week
Start:	As soon as possible
Place of work:	Royal Danish Embassy in Paris 77 Avenue Marceau, 75116 Paris



The Royal Danish Embassy in France is looking for a reliable and versatile person to fill the position of handyperson to ensure the management and smooth running of the chancellery's facilities and three official residences. The position includes occasional driver duties.

You will be part of an administrative team of four colleagues.

Responsibilities

- Ensure the technical and logistical supervision of the chancellery buildings and residences (general maintenance, coordination with service providers, organisation of space)
- Ensure that indoor and outdoor areas are kept in perfect condition: cleanliness, safety, functioning of equipment
- Manage maintenance requests, report anomalies, carry out minor repairs, and coordinate repairs
- Monitor maintenance contacts and interventions by external suppliers (technicians, cleaning companies, etc.)
- Manage stocks, day-to-day purchases and supplies necessary for the operation of the sites
- Driving and logistics: Occasionally drive Embassy vehicles for local travel, deliveries and staff transport
- Ensure that vehicles are clean, refuelled and that basic safety checks are done
- Perform other tasks as required

Profile and qualifications

- Experience as a handyperson
- Reliability, punctuality and flexibility
- Proven organisational skills and a proactive approach are essential
- Able to work independently and as part of a team
- Fluency in French and English or Danish or one of the other Scandinavian languages
- Basic knowledge of IT tools (Word, Excel, email)
- Valid driving licence and preferably proven experience

For more information, visit the website of the Danish Embassy in Paris: [Danmark i Frankrig \(um.dk\)](http://Danmark%20i%20Frankrig.um.dk) (um.dk)

Conditions

- Fixed-term contract
- Full-time, 35 hours per week
- 5 weeks holiday per year
- Salary according to qualifications and relevant experience

How to apply

You can apply by sending your CV and cover letter (in Danish or French) to parambjob@um.dk

The Royal Danish Embassy in Paris attaches great importance to equality and non-discrimination and welcomes all applications.

The candidate must be able to provide a clean criminal record.

The candidate must also undergo a security check prior to employment.

Questions

If you have any questions, please contact Ms Ulla Smidt by email at ullsmi@um.dk or by telephone on +33 (0)1 44 31 21 37/+33 (0)6 78 79 06 38.