

Administrative Assistant & Driver : The Permanent Delegation of Denmark to the OECD in Paris

Position: Administrative Assistant and Driver
Type of employment: CDD contract, 35 hours/week
Starting date: As soon as possible
Location: The Danish OECD-Delegation, 77 avenue Marceau,
75116 Paris



The Permanent Delegation of Denmark to the OECD in Paris is looking for an "Administrative Assistant and Driver". You will be an integrated part of the Administration Team of the Delegation and assist in supporting the Ambassador, the delegates and occasionally our counterparts in the Danish ministries.

We are looking for a highly service-minded colleague with good social skills, a proactive and positive attitude along with an appetite for being part of a flexible team.

Tasks and responsibilities:

- Administrative and logistic support to facilitate the general functioning of the Delegation
- In charge of contact with the OECD and French authorities regarding diplomatic files (vehicles, health insurance etc.)
- Overall responsible for the Delegation's interaction with ONE (OECD's IT system)
- Driving primarily for the OECD Ambassador and Delegation. Also driving for the bilateral Embassy (co-located) on a regular basis
- Distribution of emails, mail and information - preparation of meeting materials
- Be stand-in primarily for the PA
- Other duties as assigned

We are looking for:

- A flexible and strong team player willing to undertake a variety of practical tasks
- Capable of multi-tasking and keen on learning new things/skills
- Experience/good understanding of working in a multi-cultural setting/diplomatic mission
- Strong skills for Driving, Navigation and IT
- Fluency in English and French - Danish skills is an advantage

We offer a position in an international, dynamic environment where we place great emphasis on delegation of tasks and responsibilities, openness, independence and a minimum of hierarchy. You will be offered an 18 months temporary contract or eventually a CDI. 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 English) and CV to mmiche@um.dk no later than 26 October 2025. Selected candidates will be invited for an interview soon after deadline.

The chosen candidate must present a "No Criminal Record" and obtain security clearance by the Danish authorities prior to employment. The Danish OECD-Delegation in Paris attaches great importance to equal opportunities for all and, therefore, welcomes applications from all qualified persons regardless of race, sex/gender, religion, age or disability.

Questions

For any questions regarding the position, please contact PA Michaela Rørdam Michelsen mmiche@um.dk or +33 (0)6 32 63 76 52.