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

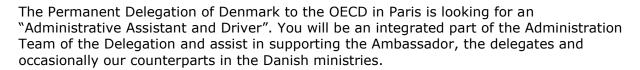
Position: Administrative Assistant and Driver

Type of employment: CDD contract, 35 hours/week

Starting date: As soon as possible

Location: The Danish OECD-Delegation, 77 avenue Marceau,

75116 Paris



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.

