

# The Embassy of Slovenia in Copenhagen is recruiting a driver/support staff member

We are looking for a structured, responsible and reliable colleague, working as a driver and with administrative and support tasks.

**Position:** Driver and support staff member

**Type of employment:** 40 hours/week on a local contract. Compensation scheme for work on evenings/occasional weekends.

**Tentative starting date:** February/March 2019

**Location:** Embassy of Slovenia, Amaliegade 6, 1260 Copenhagen

**Deadline for application:** 10 January 2018

Main tasks and responsibilities include:

- Driver for the head of mission and occasionally for other members of the mission and members of delegations
- Different errands, pick-ups and deliveries for the Embassy
- Administrative and support tasks, related to procurement, subscriptions, IT/telephones, office machinery, light IT, basic financial managements etc.
- General maintenance tasks in the chancery and residence, including gardening tasks (if applicable) and smaller repairs/installation etc.
- Assistance related to preparation for Embassy events at the chancery, residence and elsewhere
- Considered advantage: professional or semi-professional cooking skills (for occasional cooking at the residence) /
- Considered advantage: waiter skills (for occasional events at the embassy or residence)

We are looking for a colleague with the following qualifications:

- Background as driver and/or administration (optional cook or waiter)
- A minimum of 2 years of working experience
- Structured, responsible and reliable
- Flexible in terms of working hours
- Solution-oriented, service minded and proactive
- Ready to take upon him-/herself a broad and sometimes changing variety of administrative and other tasks at the Embassy
- Able to represent the Embassy in a professional manner with relation to external partners
- Good command of English. Basic command in Danish. Good knowledge of Danish and/or Slovenian will be considered advantage.
- Flair for IT

**We offer**

- An exciting and dynamic work environment with a wide range of diverse tasks

- Great opportunities for further development of your professional and personal competences
- Good colleagues, informal working environment. Large degree of independence in the execution of tasks and own office at the Embassy

### **Employment conditions**

- The position is 40 hours/week including paid lunch break. There will be driving and other tasks on some evenings and occasionally on weekends
- Local contract based on relevant legally binding labour market rules of Denmark
- You will be entitled to 5 weeks of paid holiday per year
- Your salary will reflect your qualifications, relevant experience and proven work-related results

### **Application and recruitment process**

To apply for the position, please send your application (short cover letter – max. 1 page, CV – max. 2 pages, proof of relevant experience, recommendations and 2-3 references if exist) in English or Slovenian to [sloembassy.copenhagen@gov.si](mailto:sloembassy.copenhagen@gov.si) marked 'Application / Driver - support staff member' no later than 10 January 2019.

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

Selected candidates will be invited for interviews – expected to take place in January or early February 2019.

The chosen candidate will have to present a “No Criminal Record Certificate” and pass background check by the Slovenian authorities prior to appointment.

### **Questions**

For any questions regarding the position, please contact the Embassy at [sloembassy.copenhagen@gov.si](mailto:sloembassy.copenhagen@gov.si) or +45 33 73 01 20 (email is preferred).

### **About us**

The Embassy of Slovenia in Copenhagen is the official diplomatic representation of the Government of Slovenia to all the Nordic countries: Denmark, Finland, Iceland, Norway and Sweden.

For more information about the Embassy, see [www.copenhagen.embassy.si](http://www.copenhagen.embassy.si)