

# The Embassy of Slovenia in Copenhagen is recruiting a member of Administration Team

We are looking for a colleague with an administrative background or higher education, structured and with excellent planning and organizational skills.

**Position:** Administrative Assistant / Secretary of the Embassy

**Type of employment:** 40 hours/week on a local contract

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

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

**Deadline for application:** 10 January 2019

Main tasks and responsibilities include:

- Administrative assistance to the Embassy's management
- Planning and support related to the ambassador's/Embassy's events
- Support and organization related to delegation visits
- Tasks related to protocol, correspondence with authorities of receiving states etc.
- Assistance in the field of economic diplomacy and consular assistance
- Assistance with cultural events and other projects and tasks
- Optional: Accounting (Condition: Slovenian language proficiency)

We are looking for a colleague with the following qualifications:

- Administrative background or higher education
- A minimum of 3 years of working experience
- Structured and with excellent planning and organizational skills
- Responsible and with a high level of precision in the execution of tasks
- Flexible, solution-oriented, proactive
- Team player and a service-oriented approach to cooperation with colleagues
- Able to represent the Embassy in a professional manner with relation to external partners
- Excellent command of 1. English AND 2. Danish OR Slovenian both oral and written. Proficiency in Slovenian is not a requirement, but will be considered advantage. Knowledge of Swedish, Norwegian or Finnish will be also considered advantage.
- IT proficiency and solid experience with the Microsoft Office package.

**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
- **Employment conditions**  
The position is 40 hours/week including paid lunch break. 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 education, recommendations and 2-3 references) in English or Slovenian to [sloembassy.copenhagen@gov.si](mailto:sloembassy.copenhagen@gov.si) marked 'Application/Secretary' 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, age or disability.

Selected candidates will be invited for interviews – expected to take place in January 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)