

The Danish Embassy in Sofia is looking for a Driver and Administrative Assistant



Type of employment: Full time position/Permanent employment

Starting date: 1st November 2024 or sooner thereafter

Location: Danish Embassy in Sofia

Deadline for application: 15th September 2024

The Embassy is recruiting a dedicated, positive, service-minded full time driver with a flair for administrative and financial tasks. Your main responsibilities will be as a driver but you will also have additional administrative and financial tasks.

We are looking for a person who is flexible, detail-oriented and has a strong sense of responsibility, combined with positive team spirit.

Main tasks and responsibilities as a Driver and Administrative assistant will be:

- Driving for the Ambassador.
- Driving for other staff members and for administrative assignments to other embassies, the local bank, MFA, post office, tax authorities, customs etc.
- Maintenance of the service car (car wash, car service, taking care of insurances, e-vignettes, documentation for the car etc.).
- Accounting duties include payment of invoices and settlement of travel and outlays.
- Liaison with Bulgarian authorities and local service providers regarding the Embassy and Residence.
- Communication with distributors and suppliers regarding procurement of necessary equipment for the Embassy and the Residence.
- Light repair works at the Embassy and the Residence (change of toner, change of light bulbs etc.).
- Daily ad hoc duties for the administrative section and other duties as assigned by the Management.

Required qualifications

- Driver's license (B category).
- Good command of the English language.
- Flexibility, reliability, punctuality and willingness to adapt to the changing needs of the Embassy.
- A high sense of responsibility.
- Good interpersonal skills, ability to connect and work well in an intercultural environment.

Desired qualifications

- Previous experience as a driver.
- Good car knowledge.
- Previous experience with administrative and financial tasks is an advantage.

We offer

- An exciting, inter-cultural and dynamic work environment with a wide range of diverse tasks.
- Great opportunities for further development of your professional and personal competences.

Employment conditions

- Labour contract according to Bulgarian legislation and the Embassy's staff rules.
- Salary will reflect qualifications, relevant experience and proven work-related results.
- Standard working hours will be 40 hours per week with 3-month probationary period. Overtime must be expected but it will be compensated.
- 25 days of paid holiday per full year of work (2.08 days earned per month). You will also get leave days according to Danish / Bulgarian national holidays.
- Employment at the Embassy of Denmark in Sofia is subject to security clearance by the Ministry of Foreign Affairs of Denmark.

Application and recruitment process

To apply for the position, please send your application (minimum CV, additional cover letter, recommendations and references) in English to sofamb@um.dk.

“Application for Driver and Administrative Assistant” in the subject line no later than 15th September 2024.

The Embassy is obliged to follow EU-rules of handling personal information (GDPR) when we receive and process job applications. Our processing of personal information will rely on your consent (art. 6, no. 1 litra a). Please read the privacy policy of the Danish Ministry of Foreign Affairs before applying (<https://um.dk/en/about-us/organisation/contact-information/the-ministry-of-foreign-affairs-of-denmark-personal-data-policy>).

By sending your application, you actively consent to our processing of your personal information. In the above-mentioned policy, you can read more about your rights (among others your right to withdraw your consent), how we process your data and how to complain about our processing of your personal data.

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

Only shortlisted candidates will be contacted for the interview.

The chosen candidate must present a “No Criminal Record” and pass security clearance by the Danish authorities prior to appointment.

About the Danish Embassy in Sofia

The Danish Embassy in Sofia is a small embassy, located centrally in the heart of Sofia on blvd. Dondukov 54. The Embassy's staff consists of Head of Mission, Deputy Head of Mission, four local staff and two interns.

Driven by professionalism, strong team spirit and desire to provide exceptional service at all times, the Embassy assists Danish nationals and Danish companies in Bulgaria and works to strengthen the relations between Bulgaria and Denmark.

Questions

For any questions regarding the position, please contact sofamb@um.dk.