

JOB OPPORTUNITY AT THE EMBASSY OF SWEDEN

Personal Assistant / Executive assistant (full-time position)

The Embassy of Sweden is seeking a full time Personal/Executive Assistant to the Ambassador and to the Defence Attaché. We are currently looking for an organized and solutions-focused person to provide high level administrative support to the Ambassador and the Defence Attaché.

This position provides also includes requirement for event management such as functions hosted by the Ambassador, from Cocktail parties and Formal dinners to Conferences and larger receptions. Similar assistance is given to the Defence Attaché.

Duty Statement

- Organise the Ambassador's daily/weekly program.
- Organise the Ambassador's travel arrangements including official visits to each state, domestic and international travel, and accommodation.
- Supports the Defence Attaché's program including official visitors and defence protocol.
- Organise functions hosted by the Ambassador including invitation/to remind cards, menus, seating charts, place cards, catering, serving staff, etc.
- Liaise with the Department of Foreign Affairs and Trade Protocol Section regarding staff movements, motor vehicles and visa, diplomatic ids, and other requirements (such as quarantine arrangements)
- Liaise with the Department of Foreign Affairs and Trade Protocol Section and other Australian Government Departments regarding the import of items through customs.
- Manages government protocol correspondence with the Foreign Ministries of the various Pacific Islands States covered by the Embassy.
- Prepare routine correspondence for the Ambassador.
- Assist with scheduling of meetings and travel for other Embassy staff.
- Assist with programs for visiting delegations.
- Ensure suitable gifts are available for the Ambassador to give during official visits and at other times.
- A supporting role at other events organised by the Embassy.
- Providing support outside these duties and responsibilities from time to time.

Qualifications and skills required for this position.

- Ideally you will have at least two years' experience in a similar capacity with a strong command of English as your first language.
- You must be able to multitask and be flexible in your work approach as management and coordination of functions hosted by the Ambassador and the Defence Attaché is part of the role, including invitation/to remind cards, menus, seating charts, place cards, catering, serving staff.
- A high-level knowledge of Microsoft Office is essential.

Australian citizenship or residents with a working permits an absolute.

Selection process:

- Applicants should send, as pdf-file, a motivation letter (one page) and CV (max 2 pages) including at least three (3) recent and relevant Professional/employment references.
- Only shortlisted candidates will be contacted and subsequently asked for documentation that supports the background and qualifications mentioned in their CV.
- No later than December 9th, 2024, to the following email Ambassaden.canberra@gov.se. Please write in the email subject line "Personal/Executive Assistant" UM2024/32237. Please note that the selection process will be ongoing and suitable candidate(s) may be called for interviews prior December 9th.

The Embassy of Sweden has been established as an employer of local staff in Australia for more than 50 years. It promotes an attractive employment package. It boasts an established, professional, and dedicated team that values equality and transparency in the workplace.

Employment contract is based on local labor law and standard contract terms of the Swedish Embassy in Canberra.

The selected candidate must agree to complete a security background check prior as well as a medical checkup to employment.

For any questions regarding the position please contact: Carina Engman, Head of Administration or Giulia Bonfanti (current Executive assistant) by email Ambassaden.canberra@gov.se.