

ADMINISTRATIVE OFFICER AT THE TRADE COUNCIL, BASED AT THE DANISH EMBASSY IN LISBON

The Trade Council at the Danish Embassy in Portugal and in Spain is seeking to hire a dynamic, dedicated and detail-oriented local Administrative Officer to fill in a new position in the Trade Council, based in Lisbon. As Administrative Officer you will join a team of dedicated colleagues working with a wide range of both bilateral and multilateral characters.

One of the main focus areas of the Embassy is to support Danish companies and investors in their work in the Portuguese and Spanish market. Both Trade Council teams are experiencing a rise in demand for these services, from companies within various business sectors like energy and environment, digital transition, healthcare, supply chain management and more. The Trade Council delivers a large range of services i.e organising roundtables, communication, high-level stakeholder visits, seminars and other kinds of activities for promoting Danish strongholds and creating the best business framework conditions for Danish export.

JOB DESCRIPTION:

The main tasks of the Administrative Officer will be to support the Trade Council teams in Lisbon and Madrid both in relation to administrative daily tasks (invoicing and compliance) as well as in relation to some of the bigger and more complex activities. Concrete examples include stakeholder mapping, sending out and follow-up on invitations for conferences and seminars, organising and setting up meetings/roundtables with both sector specific and high-level stakeholder, develop communication products, assisting in writing applications for specific project funding and support the teams with the daily contact to external partners.

Your daily tasks will be performed at the Danish Embassy in Lisbon, where you will report to the Head of Trade.

PROFESSIONAL AND SOCIAL SKILLS

You are service-minded, team-oriented and have great interpersonal skills. The position requires a person who is able to prioritize tasks, maintain overview and pay attention to details. A flexible approach is required to ensure an optimal handling of the entire portfolio of the Embassy, as tasks may be subject to changes. You must therefore be ready to contribute to handling tasks outside your own portfolio if or when the situation requires it. Preferably, you have experience from working in administration.

We value the following skills:

- A strong sense of responsibility, thoroughness and persistence.
- A structured mind-set and excellent planning and organizational skills.
- High integrity and the ability to handle stressful situations.
- Language skills: English (work language), Portuguese and preferably knowledge of Spanish.
- Strong ability to adapt at short notice and thinking on your feet.
- IT proficiency and solid skills regarding Microsoft Office and preferably knowledge of producing presentations/invitations/event branding etc.
- Ability to foster and maintain networks.
- Experience with communication / SoMe etc.

SALARY AND EMPLOYMENT CONDITIONS

We offer an exciting, intercultural and dynamic work environment with a wide range of interesting and stimulating tasks in close coordination with your colleagues and under supervision.

Great opportunities for further development of your professional and personal competences.

You will be offered full-time employment for 1½ years with the possibility of extension.

The work contract will be based on the Portuguese market rules and salary in accordance with the Embassy's Salary Policy for local staff. Your salary will reflect your qualifications, relevant experience and work-related results.

Your standard working hours will be 40 hours per week with a degree of flexibility in organizing your own daily working hours. You will be entitled to five weeks of paid holiday per year.

Expected start: 15 July 2022 or as soon as possible thereafter. The chosen candidate must present a "No Criminal Record" and pass security clearance by the Danish Authorities prior to appointment.

Please send a focused and motivated application (cover letter, CV, proof of relevant education, recommendations and references) to Lisamb@um.dk marked "ADMINISTRATIVE OFFICER: your name".

APPLICATION DEADLINE: 6 June, at 23h59, 2022. Shortlisted candidates will be invited for an interview at the Embassy shortly after the application deadline.

For any questions regarding this position, please contact the Head of Trade, Maj Tellefsen, majtel@um.dk

GENERAL DATA PROTECTION REGULATION

According to Article 13 of the EU general data protection regulation 2016/679, the Ministry must provide you with information regarding the Ministry's handling of personal data when we collect personal data from you.

We process your data for recruitment purposes only. We would like to keep your data until the specific position has been filled. We cannot estimate the exact timeframe, but we will consider this period finished when a candidate accepts our job offer for the position. Subsequently, we will delete your data. You can read more about how we process your personal data here: [The Ministry of Foreign Affairs of Denmark Privacy Notice](#).