

JOB OPPORTUNITY AT THE EMBASSY OF SWEDEN

Administrative Assistant / Receptionist (full-time position)

The Embassy of Sweden in Canberra is looking for an experienced, dynamic, and service minded person as Administrative Assistant / Receptionist at the Embassy.

The main job tasks of this position are:

- Providing reception and customer service to the public and administrative support to a small office team.
- First point of contact for visitors, phone, and e-mail enquiries.
- Provide assistance to the Consular section in passport matters.
- Managing information materials and their distribution.
- Managing incoming and outgoing correspondence.
- Purchasing and inventory of stationary and other relevant items.
- Provide support in events and promotion.
- Other responsibilities as required.

Qualifications and skills required for this position.

- Australian citizenship or residents with a working permit.
- Experience in Microsoft Office Suite
- Experience as a receptionist or in a customer service role
- Excellent communication skills both written and verbal.
- Ability to organise and prioritise workload in a busy and fluctuating environment.
- Must be well-presented.
- Knowledge of oral and written Swedish or Scandinavian language will be considered an asset.

To Apply

- You are welcome to submit your curriculum vitae and cover letter, as PDF, please include specific examples of how you meet the job requirements.
- Please submit your application as soon as possible but no later than April 30th, 2024, to ambassaden.canberra@gov.se.
- Please write in the email subject line "Administrative Assistant / Receptionist."
- Only shortlisted applicants will be contacted.

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 by email carina.engman@gov.se.