



Warsaw

Job opening: Driver/Administrative Assistant at the Embassy of Sweden in Warsaw

The Embassy of Sweden in Warsaw represents Sweden and the Government of Sweden in Poland, managing a wide range of matters including politics, the promotion of Swedish business interests, culture, press and public relations, administration, and consular affairs. The Embassy employs approximately 25 individuals, comprising both Swedish and Polish citizens.

We are currently seeking an individual for the position as a driver with some additional administrative tasks. The candidate must be proficient in English and possess a strong service-oriented mindset.

The position is based in Warsaw at the Embassy of Sweden and is offered under a local contract in accordance with Polish employment regulations.

The position includes flexible working hours due to evening shifts. Applicants must be registered as residing in Poland to be eligible for the role. The start date is scheduled for September 2025 or as agreed.

Key Responsibilities Include:

- Driver. Drive diplomats to official functioning's during the day and some evenings (up to three evenings per week)
- Administrative duties

Qualifications and Experience:

- Previous experience as a driver and active driving license category B
- Previous experience in administration
- Willingness and openness to acquiring new skills

- Responsible, flexible, and proactive
- Excellent organizational and prioritization skills
- Strong communication skills, both internal and external
- Service-oriented and detail-focused
- Strong IT proficiency
- Technical skills are a plus
- Fluent in Polish and English (both spoken and written)

Your application should include a CV, a cover letter written in English and contact details to two references from previous employers. Please send your application to **ambassaden.warszawa@gov.se** no later than **August 19**. Any questions can be directed to the same address.