



**PERMANENT REPRESENTATION
OF DENMARK TO THE
EUROPEAN UNION**

ADMINISTRATIVE OFFICERS AT THE PERMANENT REPRESENTATION OF DENMARK TO THE EUROPEAN UNION

Positions:	Administrative Officers
Type of employment:	Fixed term employment on a local contract (1 January 2025 – 31 January 2026)
Starting date:	1 January 2025
Location:	Rue d'Arlon 73, 1050 Bruxelles
Deadline for application:	12 September 2024

Do you want to be part of the Danish EU Presidency Team?

Denmark holds the Presidency of the Council of the European Union during the second half of 2025, and the Permanent Representation of Denmark to the European Union is looking to recruit a number of administrative officers leading up to and during the Danish EU Presidency.

We are looking for dynamic candidates interested in - and with a flair for - administration and logistics.

We offer a friendly, collaborative and dynamic work environment with a flat and informal organisational structure.

Main tasks and responsibilities

Meeting Coordinator

Planning and coordination of meetings within the Council's meeting facilities in close cooperation with Management and Council Secretariat, including selection of meeting rooms, organizing interpretation and catering, etc.

Assisting Documentalist

In close cooperation with our Documentalist, management and political officers collecting, printing and gathering meeting documents as well as instructions from the Ministries in Copenhagen. Dynamic work environment with very short deadlines leading up council meetings demanding coordination skills and attention to detail.

Receptionist

Manning the reception together with our receptionist colleagues. Checking and receiving guests and other visitors. Receive and pass on phone calls and messages to both the permanent representation and the embassy. Provide support to meetings, maintaining participant lists, etc.

Required qualifications and experience

- You have a relevant educational background, and it would be an advantage if you have previous experience with administrative work, secretarial functions or project management
- As tasks may be subject to change according to organizational needs, a flexible mind-set is required
- You must be service minded, have great interpersonal skills and be team oriented
- You have the ability to prioritize tasks, maintain overview and confidentiality as well as attention to detail
- We expect you to be familiar with MS Office
- Proficiency in one of the Scandinavian languages is an asset as much communication is conducted in Danish. Good communication skills in written and spoken English is necessary and good knowledge of French is an advantage

Employment conditions

- You will be offered full time fixed term employment for the period stated above on a local contract based on the Staff Rules of The Permanent Representation of Denmark to the European Union
- Your standard working hours will be 37 hours per week
- You will be entitled to 25 days of paid holiday per year
- Your salary will reflect your qualifications, relevant experience and proven work-related results

Application and recruitment process

To apply for the position, please send your application in one PDF-file including application and CV explaining your motivation and qualifications for the job to brurepjob@um.dk.

Please indicate:

- Meeting Coordinator in the subject line of the e-mail no later than **12 September 2024**
- Documentalist in the subject line of the e-mail no later than **12 September 2024**
- Receptionist in the subject line of the e-mail no later than **12 September 2024**

The Permanent Representation of Denmark to the European Union attaches great importance to equal opportunities for all and therefore welcomes applications from all qualified persons regardless of race, sex, religion, age or disability.

Only candidates called for an interview will receive a reply to their application.

Selected candidates will be invited for interviews – expected to take place beginning of October.

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

By sending your application, you actively consent to the Permanent Representation of Denmark to the European Union's processing of your personal information. You can find more information in the [Privacy Notice](#) on the Ministry of Foreign Affairs of Denmark's webpage.

Questions

For any questions regarding the position, please contact the Head of Administration, Mr. Allan S. Toft alltof@um.dk

About us

The Permanent Representation of Denmark to the European Union acts under the authority of the Ministry of Foreign Affairs of Denmark and is part of the Danish network of diplomatic representations abroad. The permanent representation handles Danish interests in the EU cooperation and covers various policy areas. Because of this, posted staff from all ministries in Denmark are present at the mission. Find more information on um.dk and eu.um.dk.