

# The Permanent Representation of Denmark to the EU is looking for a housekeeper in Brussels



<b>Position:</b>	Housekeeper
<b>Type of employment:</b>	One-year contract with possibility of extension
<b>Starting date:</b>	From 1 August 2025 or soon thereafter
<b>Location:</b>	The Permanent Representation of Denmark to the European Union
<b>Deadline for application:</b>	30 June 2025 (noon)

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*Are you structured and discrete? Do you have experience with housekeeping and tasks related to receptions? Do you have an eye for detail and can we count on you to welcome guests with a smile? Then we might be looking for you!*

The Permanent Representation of Denmark to the European Union is looking for a housekeeper for one of its official residences in Brussels to provide maintenance and housekeeping for the Ambassador. You will be a team of two housekeepers.

## Main tasks and responsibilities

- Ensure the residence is maintained in a representative state
- Full range of cleaning tasks and household chores (vacuum cleaner, polishing, dusting, glazing, etc.)
- Proper maintenance and upkeep of inventory as well as control of correct cleaning products for use and application
- Laundry, laundry sorting, ironing and storage
- Light preparation of meals (balanced and varied cuisine)
- Liaise with the Ambassador's PA regarding e.g. receptions and with the Permanent Representation's Housing Section regarding arising maintenance issues
- Assistance and service during official events (cloakroom, table dressing, table service and clearing, etc.)

## Qualifications

- Minimum 5 years of experience in a similar environment
- Reliable, punctual and organized person
- Versatile, dynamic and jovial person
- Discretion assured to employer
- Attention to details
- Strong organizational and management skills
- Driving license is an advantage
- Be in possession of a Belgian work permit
- Fluency in English and Proficiency in French is an asset

## Employment conditions

- You will be offered a local contract based on one year with possibility of renewal in Brussels (Ixelles)
- We offer a fulltime employment, from Monday to Friday (37 hours per week, occasionally on weekends)
- Your salary will reflect your responsibility, qualifications and experience
- Schedules to be defined in accordance with the Ambassador's needs
- On-site accommodation not available

## Application and recruitment process

To apply for this post, please send your application in a single PDF file including cover letter, CV, recommendations and references, in French or English to [brurepjob@um.dk](mailto:brurepjob@um.dk) at the latest by Monday 30 June at 12 noon. Please indicate "Housekeeper" in the email title field.

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

The chosen candidate must present a "No Criminal Record" and pass security clearance by the Danish authorities prior to the start of employment.

**Questions**

For further information, please contact Mr Ian Phipps, (+32(0)22330823, e-mail: [ianphi@um.dk](mailto:ianphi@um.dk))

The Permanent Representation of Denmark to the European Union operates under the authority of the Danish Ministry of Foreign Affairs and is part of the Danish network of diplomatic representations abroad. The Permanent Representation manages Danish interests in cooperation with the EU and covers various policy areas. For this reason, staff seconded from all Danish ministries are present at the representation. For more information, please visit [um.dk](http://um.dk) and [eu.um.dk](http://eu.um.dk).