

## **Vacancy announcement – Senior Administrative assistant (M/F/X) at the Embassy of Belgium in Vienna**

### **Are you multilingual, with a passion for office management and eye for detail, looking for an interesting job in Vienna in an international environment?**

The Embassy of Belgium in Vienna is recruiting an administrative assistant to the Ambassador. We are looking for a flexible and discrete team player with an eye for detail to strengthen our office management team. The vacancy concerns a full-time support staff position. If you are interested, please send your candidature, including CV and motivation letter to [vienna@diplobel.fed.be](mailto:vienna@diplobel.fed.be) by 11/04/2025. For more information, please send your questions to [vienna@diplobel.fed.be](mailto:vienna@diplobel.fed.be)

Start date of the position is foreseen on **1<sup>st</sup> August 2025**.

#### **Main duties:**

The function entails both administrative and organizational duties. The candidate we are looking for should be well organized, flexible, outgoing and a good team player, and should be able to manage a part of the tasks autonomously.

#### Non-exhaustive list of tasks:

- Manage the agenda, contacts, meetings and missions of the Ambassador.
- Assist in managing all incoming and outgoing correspondence, both through email, phone and by standard mail for the Ambassador.
- Organize professional and social events at the Embassy and at the Residence, including secretarial and practical support, contacts with suppliers and household staff.
- Contact with Austrian authorities and international organizations for accreditations of the diplomats and organization of visits.
- Manage the Ambassador's and diplomats' public diplomacy budget.

#### **Required skills:**

- At least 5 years of relevant work experience in office management and/or administrative and logistical support within a comparable working environment.
- Very good knowledge of German and French or Dutch; good knowledge of English. Any additional language proficiency is an asset.
- Strong knowledge of Office 365 applications: Word, Excel (including list management, automatic calculations and links between tables, mail merge), Outlook, SharePoint, Teams, etc.
- Ability to manage contact lists.
- Good oral and written communication skills.
- Discretion, precision, good organizational skills and a rigorous approach to work.

#### **Our offer:**

- A challenging job in an international environment
- One year contract, extendable
- Competitive salary and working conditions

#### **Selection procedure**

A first selection is made on the basis of the CV and the cover letter. This stage is followed by a written test and an interview.