

Would you like to help to represent New Zealand in Germany?

Embassy of New Zealand, Berlin

Executive Assistant to the Ambassador/Public Affairs Support

Are you looking for a new professional challenge?

Are you highly motivated, organised and looking to support a busy international team?

The New Zealand Embassy in Berlin manages New Zealand's interests with Germany, Switzerland, the Czech Republic and Liechtenstein.

We showcase the best of New Zealand to Germany, support New Zealand business, foster cultural exchanges and build people to people connections.

Your responsibilities

- Providing executive assistance and administrative support to the Ambassador
- Organising and managing representational functions (including breakfasts, lunches, dinners)
- Managing and responding to public information requests
- Managing protocol matters
- Supporting the Embassy's public diplomacy outreach
- Providing consular back-up support
- Implementing Embassy's corporate policies, including sustainability objectives

Your profile

- Experience in a support role to a manager and/or team including diary management and customer care
- Experience in organising representational functions/events and organising/ managing cultural events
- Conscientious, self-motivated and able to communicate effectively with a range of people
- Excellent planning and organisational skills
- Ability to contribute to and work within a team
- Excellent written and oral communication skills (in both English and German)
- The right to work and reside in Germany

We offer you

- Permanent employment
- Competitive annual salary between 48,000€-51,000€ depending on your qualifications
- A health and fitness subsidy
- 24 days annual leave, plus 14 statutory holidays
- A friendly, international environment
- Learning and development opportunities to grow your capabilities
- Connecting with New Zealand's global network of 60 Embassies and High Commissions

If this sounds like you, please send your CV and letter of motivation to BERApplications@mfat.govt.nz. All applications must be made in English.

Subject: *Executive Assistant to the Ambassador/Public Affairs Support*

Applications can be submitted from today and must be received by Thursday, 29 August 2024. We reserve the right to close applications earlier. We will give 3 working days notice if we do this.