



REPUBLIC OF SLOVENIA
**PERMANENT MISSION TO THE UNITED
NATIONS OFFICE AND OTHER INTERNATIONAL
ORGANIZATIONS IN GENEVA**

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#JOB! Want to work at the Permanent Mission of Slovenia to the UN Office in Geneva? We're looking for an Administrative Assistant! Make sure to apply before the deadline - December 20th!

Permanent Mission of the Republic of Slovenia in Geneva is looking for an administrative assistant for the period of 1 year (with possible extension), beginning on the 1st February 2020.

Administrative Assistant will be responsible to perform a variety of administrative tasks, her or his duties will include providing support to the ambassador and diplomats, assisting in daily office needs and managing Mission's general administrative activities. The ideal candidate should have excellent oral and written communication skills and be able to organize their work using tools, like MS Excel, Word, and different online tools and applications used for scheduling and organization of the work of the Permanent Mission.

Main responsibilities will include:

- Answer and direct phone calls,
- Organize and schedule appointments,
- Plan meetings,
- Write and distribute email, correspondence memos, letters, faxes and diplomatic notes,
- Update and maintain a filing system,
- Maintain contact lists,
- Book travel arrangements,
- Provide general support to visitors,
- Act as the point of contact for external connections.

Requirements:

- Valid work permit for working in Switzerland,
- Experience as an administrative assistant or similar,
- Knowledge of office management systems and procedures,
- Proficiency in MS Office (MS Excel and MS PowerPoint, in particular)
- Excellent time management skills and the ability to prioritize work,
- Attention to detail and problem solving skills,
- Excellent written and verbal communication skills,
- Strong organizational skills with the ability to multi-task,
- High School degree; additional qualification as an Administrative assistant or Secretary will be a plus,
- The candidate must have an excellent knowledge of English and/or French, knowledge of Slovenian will be an additional asset.

Applications should be emailed to slomission.geneva@gov.si with "Administrative Assistant – Application" mentioned in the subject field of the email. Deadline for submitting applications is Friday, 20 December 2019.

Before hiring the chosen candidate will undergo security screening performed by the Ministry of the Interior of the Republic of Slovenia. Procedure is required by the Slovenian Law on Foreign Affairs (ZZZ-1C, Ur. l. RS, št. 108/09).