

Administrative Officer for Group Services and Support

The Royal Danish Embassy in Tokyo is seeking a highly motivated person to join us as Administrative Officer in Group Services and Support.

Your role is day-to-day administration and accounting, as well as support to the Embassy's other teams, including HR, supervision of building maintenance, supplier relations and customs clearance.

You are expected to proactively work to achieve the Embassy's goals. Key criteria for success are: precision, consistency, learning ability, flexibility, IT-skills, communication skills, and efficiency.

You will be responsible for the Embassy's daily administration and accounting. The work requires a high degree of flexibility and competence in a broad range of administrative functions. Confident usage of IT is a key requirement.

The Embassy is a Danish government institution, and operates with Danish public IT systems as well as Japanese online banking and public reporting systems.

The Embassy administration deals with both Danish and Japanese entities, both private suppliers and public institutions. Ability to communicate in both English and Japanese are therefore crucial.

Administration is closely linked to most Embassy activities, and you are expected to be able to communicate efficiently and work openly with all Embassy teams.

We expect:

- Interest for and experience with administration and basic accounting.
- Ability to acquire functional user level in IT systems in short time.
- Ability to identify process efficiency opportunities.
- Interest in working in a Danish workplace.
- Bi-lingual (Japanese and English), both oral and written.
- Good IT skills (Microsoft Excel in particular).
- Knowledge of Japanese public health and pension systems is an advantage.

We offer:

- A chance to work in a dynamic, professional and exciting international working environment.
- A great location in the fashionable Daikanyama area.



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- 40 hour work week, 4 weeks of vacation, on a 3 year contract with options for renewal.
- Good office facilities complete with Danish design.
- Salary based on qualifications.

Denmark strives to be both a green nation and a creative nation. The Royal Danish Embassy works for the interests of Denmark in Japan and promotes cooperation between Japan and Denmark. The Embassy currently employs 24 people. Group Services and Support currently consist of the team leader, and 4 personnel in various functions.

The position is vacant from 1 April 2015, but due to a necessary security clearance by Danish authorities the starting date will most likely be later.

Deadline: Please submit a motivation letter and CV in English to the Royal Danish Embassy in Tokyo (tyoamb@um.dk – Email title: Administrative Officer and your name) no later than **1 March 2015**. Only applications with motivated cover letter are taken into consideration. Selected candidates will be contacted for an interview after 1 March 2015.