

Executive Driver

Denmark's Tech Ambassador | Silicon Valley



Do you want to be part of a dynamic team supporting the world's first Tech Ambassador? Do you want to help make TechPlomacy a foreign policy success? Foster new partnerships between Denmark and the leading global tech hubs? And find innovative solutions to the challenges of the 21st Century?

The Office of Denmark's Tech Ambassador is looking for a driver to join his newly established team in Silicon Valley, California.

About us | The Office of the Tech Ambassador has a global mandate and a physical presence across three time zones in North America, Europe and Asia. On behalf of the Danish government, we work to build new strategic networks and engage in dialogue with tech-hubs, governments, international organizations and other stakeholders. We explore how new technologies can help address global challenges in the 21st Century. We spearhead and promote digital and technological developments as a priority across Danish foreign policy and in key sectors.

Read more about Denmark's Tech Ambassador [here](#) and on our social media.

About the position | As the Silicon Valley based Executive Driver to Denmark's Tech Ambassador, you will be part of a newly established team and serve as the main driver for the Tech representation's "flag car".

Your specific tasks will include:

- Bringing the Tech Ambassador and team members to/from meetings, office, airport, residence etc. in a safe and timely way.
- Ongoing maintenance of the flag car
- Logistics in relation to high-level visits and other delegation visits.
- When not driving you will carry out some office tasks as well as practical tasks in close cooperation with the Executive Assistant and the rest of Denmark's team in Silicon Valley.

About you |

- Excellent driving record and a high sense of responsibility. Prior experience driving executives and/or foreign delegations is an asset. Ability to plan trips in a way that insures timely arrival – including by knowing the Bay-area in order to optimize routes.
- Service orientation and experience working in a team and strong time management skills
- Strong command of English both written and verbal.
- Holding a valid US Driving License is mandatory.
- Ability to work independently as well as in a global team.
- Readiness to work in a dynamic work environment across several time zones and with a differing workflow. Flexibility during peak periods including evenings and weekends are expected.

Salary and benefits | This is a full-time position. You will be employed as part of the Tech Ambassador's global team based out of the office in Palo Alto, California. Your salary and benefit package will be based on the Danish Ministry of Foreign Affairs' "Local Salary Policy" and will reflect your personal level of experience and professional qualifications.

Application |

Please send your application containing CV, cover letter and supporting documents to techamb@um.dk marked "Executive Driver" by 15 October 2017. Chosen candidates will be invited for an interview. For the successful candidate there will be a security clearance process. We aim to fill this position as soon as possible.