

JOIN OUR TEAM IN SILICON VALLEY

Position: Executive Assistant to the Tech Ambassador
Type of Employment: Full time employment for 2 years with the possibility of extension
Starting Date: As soon as possible
Location: 299 California Avenue, STE 200, Palo Alto, CA 94306
Deadline for Application: June 18, 2021 at 12:00 noon PT

Are you structured, pro-active and have a keen eye for detail? Are you good at seeing things through and anticipating needs, before they arise? Do you thrive in a dynamic, fast-paced office, operating across time zones? Then you might be our new Executive Assistant (EA). The Office of the Tech Ambassador of Denmark is looking for a service-minded, well-organized and detail-oriented EA to join our team in Silicon Valley.

The Office of Denmark's Tech Ambassador has presence in Silicon Valley, Copenhagen and Beijing. Accordingly, you will be working with colleagues across the global tech representation and, on a daily basis. You will be part of our team in Silicon Valley, working closely with the Tech Ambassador, whom you will be reporting directly to. Your main tasks include managing the Tech Ambassador's schedule, responding to and coordinating meeting requests, organizing meetings, travels and developing programs. As the team's event coordinator, you will also be responsible for organizing events and providing logistical support in connection with meetings, events, delegation visits etc.

Main Tasks and Responsibilities:

Specific tasks include, but are not limited to:

- Managing the Tech Ambassador's schedule
- Organizing meetings, travels and programs for the Tech Ambassador
- As the event coordinator for the Office of the Tech Ambassador, organizing events at the residence of the Tech Ambassador as well as providing logistical support in connection with meetings, receptions, delegation visits, etc. at large
- All ad hoc tasks related to the daily operations of the Tech Ambassador

Required Qualifications

- A high sense of responsibility, proactivity and service-mindedness
- Strong administrative and communicative skills
- A structured mind-set and excellent planning and coordination skills
- Ability to work under pressure
- Excellent command of English – both oral and written
- Strong interpersonal skills and team player abilities, while also having the ability to work independently and efficiently

Desired Qualifications

- Knowledge of the Ministry of Foreign Affairs of Denmark and its IT systems

- Command of one of the Scandinavian languages is not a requirement, but will be an advantage.

Employment Conditions

- You will be offered full time employment for 2 years as mission-employed staff with the possibility of extension.
- Your standard working hours will be 37 hours per week. Overtime work is to be expected during peaks and will be compensated for.
- You will be entitled to 5 weeks (25 working days) of paid vacation days per year.
- As part of your salary, you will be covered by a workplace pension scheme.
- You will be offered reasonable health coverage, which includes your spouse/partner as well as children under the age of 26, if applicable.

To apply for the position, please send your application (cover letter, CV and 2-3 references) in English to Senior Tech Advisor Mette Finnemann at techamb@um.dk marked "Tech Ambassador – Executive Assistant" no later than June 18, 2021 at 12:00 noon PT. We attach great importance to equal opportunities for all and therefore welcome applications from all qualified persons regardless of race, sex, religion, age or disability.

Selected candidates will be invited for interviews that are expected to take place by the end June. The chosen candidate must present a "No Criminal Record" and pass security clearance by the Danish authorities prior to appointment.

Questions

For any questions regarding the position, please contact Senior Tech Advisor Mette Finnemann at metfin@um.dk.