

The Royal Danish Embassy in Riyadh is looking for a driver with administrative talent (local staff)

Position:	Driver and administrative assistant
Type of employment:	Employment on a local contract
Starting date:	As soon as possible
Location:	Royal Danish Embassy, Riyadh, Saudi Arabia
Application deadline:	Thursday 12 October 2023



The Royal Danish Embassy in Riyadh is recruiting an experienced professional driver and administrative assistant with a strong work ethic and a positive attitude.

Job Description

Your tasks will include:

- Transport of Embassy staff members and delegations.
- Delivery and pick up of documents.
- Assisting team members of the Embassy in administrative tasks.
- Carry out ad hoc errands and deliveries for the Embassy.
- Ensuring that the duty vehicles are clean and in a serviceable condition.
- Strictly observe traffic rules and regulations including speed limits.

Qualifications

We expect that you have:

- Work experience as professional driver.
- Saudi Driving license and excellent knowledge of traffic regulations.
- Fluency in both English and Arabic (spoken and written).
- Excellent orientation skills and geographical knowledge of Riyadh.
- Flexibility, dedication and loyalty, good manners and organizational skills.
- Strong interpersonal and communication skills, experience in dealing with government agencies, customs, embassies and ability to build good working relationships.
- Availability for after working hours (shifts) and on-call duty as well as duty travels outside Riyadh.

Employment conditions

- You will be offered a full time employment on a local contract.
- Your salary will reflect your qualifications, relevant experience and proven results.
- Your standard working hours will be 40 hours per week

Application and recruitment process

To apply for the position, please send your application (cover letter, CV, proof of relevant education, recommendations and 2-3 references) in English to the Royal Danish Embassy in Riyadh at ruhambjob@um.dk marked "driver" no later than Thursday 12 October 2023. The Embassy attaches great importance to equal opportunities.

Selected candidates will be invited for interviews. The chosen candidate must present a “No Criminal Record”, pass security clearance by the Danish authorities and provide a transferable iqama prior to appointment. Furthermore, candidates may be called in for a driving test. If you have questions please contact Consul, Mrs. Cemile Özcan, on phone 055-503-9460 or e-mail ceamatc@um.dk or Deputy Head of Mission, Mr. Asbjørn Møller-Christensen on e-mail asbmol@um.dk

About us

The Embassy covers Saudi Arabia, Oman, Kuwait, Bahrain and Yemen. The Embassy is a dynamic workplace with approximately 20 employees. For more information about the Embassy, see our web page <http://saudiarabien.um.dk/en>. The Embassy's drivers share their tasks and step in for each other during holidays and other absence.