

The Embassy of Denmark in Mexico City needs a Receptionist and Consular Officer



Position: Receptionist and Consular Officer
Type of employment: Full time employment
Starting date: As soon as possible
Location: Embassy of Denmark in Mexico City
Deadline for application: 11 May 2018

The Embassy is seeking to recruit a dynamic, energetic, detail-oriented and service-minded new colleague for the position as receptionist and consular officer.

You will be working on an independent basis but in close, daily coordination with the Consul and other members of the Embassy currently consisting of 13 employees.

As our new colleague in a multifaceted Receptionist position we expect you to handle appearances by calls and correspondence with our visitors and customers in a positive, level-headed and respectful manner.

Your main tasks will be to:

- Manage the reception
- Distribute incoming calls and emails
- Handle diplomatic mail
- Other cross-cutting tasks.

The main tasks of the Consular Section are to assist Danish citizens living or travelling in Mexico and the other 16 countries covered by the Embassy in Mexico; to process applications for visa to Denmark, Sweden, Norway and Iceland and residence/work permits to Denmark and Norway; to receive and process applications for passports, driving licenses and other requests for consular services by Danish citizens living or travelling in Mexico; and to assist our Honorary Danish Consulates in Mexico and the region in consular and administrative matters.

As a Consular Officer we expect you to:

- Assume your share of the responsibility to achieve the strategic goals of the Section.

- Coordinate with the Consul on issues relating to consular and visa matters as well as matters concerning the functioning of the Section.

As our new colleague you will participate in all daily tasks of the Consular Section and will be working within the following topics and areas:

- Consular assistance to Danish citizens
- Passports, driving licenses and other documents to Danish citizens
- Visa administration and processing
- Residence and work permits
- Correspondence with applicants – phone/email
- Assistance to Danish Honorary Consulates in consular and administrative matters

As our new colleague you will also be doing the following cross-cutting tasks and will be required to:

- Manage the Ambassador's calendar
- Reply to correspondence and invitations, incl. communication with the Mexican Ministry of Foreign Affairs (SRE)
- Handle registration of diplomatic personnel and franchises for diplomats household goods and their vehicles
- Assist with planning of events

Required qualities and qualifications

- Good language skills: fluent in Spanish, good at English and Danish or any other Nordic language
- Relevant work experience (knowledge of and/or interaction with Mexican authorities is an advantage, but not a requirement)
- Detail oriented and constant awareness of the visa and consular work as an important tool to show the best of Denmark at any given time
- Extrovert and courteous
- Good social skills
- Experience from working in a cross-cultural environment
- Integrity and ability to handle stressful situations

Salary and employment conditions

Your employment will be on a local contract in accordance with the Embassy's employment conditions. Your salary will reflect your experience and level of qualifications. We would prefer the right candidate to start as soon as possible.

Application and recruitment process

To apply for the position, please send your motivated application (cover letter, CV, proof of relevant education, recommendations, 2-3 employment references) in English to mexamb_recruitment@um.dk. Please mark the application "Consular Officer" and send it no later than **11 May 2018**. Kindly note that applications received after the deadline will not be taken into consideration.

Questions regarding the position should be sent to the above email address.