

LEIV PART-TIME ESTATES ASSISTANT (Fixed Term)

The Service Delivery Team in the British Embassy Copenhagen is looking to recruit to fill the role of Estates Assistant on a fixed term basis. The role will require 35 hours work per week and will last for 9 weeks. Applications are welcome from both applicants who are able to undertake the full 35 hours as well as applicants who can work part-time hours and may wish to job share for the period of the contract.

The main focus of the role will be working to support the Estates Officer in the delivery of planning and administration of maintenance, procurement, and contractual issues related to properties owned and rented by the Embassy. Additionally the role will require administration of service contracts and liaison with contractors and internal customers. Experience in an Estates/Contracts administration environment would be an advantage. The successful candidate should thrive in a customer service role. Experience of working with Excel and databases will be an advantage. The successful candidate will have strong written and spoken English. Danish may be an advantage but is not essential

The gross monthly salary is DKK23,568 based on a full-time position of 35 hours (excluding breaks), with a preferred start date of end of November/start of December 2009.

Applications (in English) should be forwarded by 13 November 2009 to:

The Human Resources Officer
British Embassy
Kastelsvej 36-40
2100 Copenhagen Ø

or by email: recruitment.copenhagen@fco.gov.uk

It is intended that interviews will take place week commencing 16 November 2009. Please note that only those applicants short-listed for interview will be contacted.