



Position: Administrative Assistant and Driver

Type of employment: Full time Employment

Starting date: As soon as possible

Location: 11^F, 11th Corporate Center, 11th Ave. cor Triangle Drive, Bonifacio Global City

Deadline for application: 21 April 2025

The Royal Danish Embassy in Manila is recruiting a skilled, dedicated and pro-active **Administrative Assistant and Driver**.

We are a small, dynamic embassy, representing Denmark and promoting Danish interests in the Philippines.

As an Administrative Assistant with ad-hoc driving responsibilities, you will work closely with the Deputy Head of Mission, Administrative Officer and Accountant. In this capacity, the candidate is expected to mainly assist the administrative section in bookkeeping, procurement, liaising, and other related clerical tasks.

Main tasks and responsibilities

Administration and Bookkeeping

- Bookkeeping tasks: sorting payment deadlines, payment of bills, invoicing
- Procurement tasks: requesting quotations for local purchases, coordinating with suppliers
- Facility Management: monitoring of inventory in the chancery and official residences

Driving and Transport Administration

- As a back-up driver, driving tasks include: pick-up and delivery of documents from different government agencies, servicing staff and official visitors to appointments, functions, and etc.
- Record keeping of work hours, day/night duties as instructed by or coordinated with the administration office.
- Routine and essential maintenance of vehicles.

Essential skills

- Must have valid professional driving license and clean driving record
- Must have an organized clerical and bookkeeping skills
- Excellent task-prioritization skills and timely finalization of tasks with quality
- Good communication skills in English
- Good team player but able to take own initiative
- Good Computer savvy (*MS Office, mobile applications etc.*)
- Responsible and professional attitude
- High degree of compliance within administration and finance
- Maintains confidentiality and work integrity

Employment conditions

- Full time and permanent employment with three (3) months probationary period
- 20 days of paid holiday per year
- Flexible working environment
- Medical Benefits
- 13th month salary
- Salary that will reflect your qualifications, relevant experience and proven work-related results.

Application and Recruitment process

To apply for the position, please send your application (cover letter, CV, proof of relevant education, recommendations and two to three references) in English to mnlambadmin@um.dk and put “Administrative Assistant and Driver” in the email subject line.

The embassy attaches great importance to equal opportunities for all and therefore welcomes applications from all qualified persons regardless of race, sex, religion, age or disability.

We process your data for recruitment purposes only. We intend to keep your data until the specific position has been filled, and then we will delete your data. You can read more about how we process your personal data here:

[The Ministry of Foreign Affairs of Denmark Privacy Notice](#)

The chosen candidate must present a “No Criminal Record” and pass security clearance by the Danish authorities prior to appointment.

For more information about the embassy, please see: <https://filippinerne.um.dk>

*Please note: The embassy will not be able to answer questions from applicants during the time of the selection process. **If an applicant has not been contacted by the embassy by first week of May 2025, then the applicant has not been selected for an interview.** The embassy is thankful for the interest shown in the position as handyperson and driver.*