**The Embassy of the Arab Republic of Egypt in Warsaw is currently seeking to recruit an Executive Secretary.**

**Job Description**

* General office management.
* Coordinate the Head of Mission’s schedule (official and social) and the official schedule of other staff as required.
* Assist organizing social and cultural events.
* Manage documents/ news translation (Polish-English and vice versa).
* Manage all incoming and outcoming correspondences.
* Provide administrative support to the Head of mission and to other staff.
* Providing ad-hoc support to the wider Embassy, as required.
* Other assignments given by the Head of mission/ staff.

**Qualifications**

* Polish citizen to work for the Embassy on a long-term basis.
* Fluency in Polish and English, both written and spoken. Arabic is a plus.
* Proven track record on similar position, 2-3 years’ experience in relevant positions, preferably as Personal Assistant to an Executive in an Embassy or international organization.
* Excellent secretarial and administrative skills, including proficiency with Microsoft Office.
* Proven Experience in providing high-level support to executives is desirable.
* Commitment to a decent appearance.
* Willingness to undertake a variety of tasks, excellent organizational skills, self-motivated and proactive.
* Excellent organization skills and keen eye for details.
* Knowledge of the applicable legislations, regulations and public sector policies and procedures.
* Integrity and confidentiality.

**Practical Details**

Working venue: The new premises of the Embassy of the Arab Republic of Egypt in Warsaw, Wiertniczna 154/156,02-952 Warsaw.

Basic working hours: from 08:30 to 16:30, Mon-Fri, (working after office hours or during weekends compensates by days off (if necessary)

Starting Date: June 1st, 2023 (three months’ trial)

**How to apply**

Please send your CV in English (photo, work experience, education, and qualification/skills) and a motivation letter to the following email: embassyofegyptwarsaw@hotmail.com by April 30th, 2023.

Please note that only selected candidates will be contacted and invited for an interview.

Please also note that the Embassy will NOT return any of the documents submitted.