

# Temporary Admin/Consular Support Position at the Embassy of Ireland, Berlin

The Embassy of Ireland (<https://www.dfa.ie/Germany>) will shortly have a vacancy for a temporary bilingual administrator to work in general office administration as well as Consular and Visa Section support. The contract will be for a 1 year period.

## Position Description:

This is a demanding role in a small but busy Embassy. The role involves dealing with overall office administration, event support, translation and other support to Diplomatic Staff, citizenship and immigration matters (including visa and passport applications), and assisting Irish citizens. Much of the work will involve dealing directly with members of the public and providing a friendly efficient customer service.

## Skills required:

- Proficient written and spoken German and English are essential (a native German-speaker would be preferable, but is not essential).
- The ability to work effectively and flexibly in a busy working environment with a small team.
- Proven experience of working with the public.
- Proven IT skills.
- Previous similar office work experience is not essential but would be an advantage.

## Interview:

A short list of candidates will be invited to attend for interview where the following will be assessed:

- Previous experience of a similar working environment.
- German and English fluency – including a short written translation exercise.
- A general knowledge of Ireland is desirable.

It is anticipated that interviews will be held in early August 2015 and the position will begin on September 1<sup>st</sup>.

## Post duration:

The position offered is for one year, and will remain a temporary position for the duration of the contract. The position will be full-time.

Interested candidates should forward a CV, cover letter and previous employer reference(s) to:

Embassy Secretary  
Embassy of Ireland / Botschaft von Irland  
Jägerstraße 51,  
10117 Berlin

or email [<berlin\[at\]dfa\[dot\]ie>](mailto:berlin[at]dfa[dot]ie) (*subject: Temporary Contract 2015*)

The closing date for applications is Thursday July 23<sup>rd</sup> 2015.