



MAGYARORSZÁG NAGYKÖVETSÉGE
JAKARTA

SECRETARY

The Embassy of Hungary in Jakarta is seeking to recruit a full time Secretary to start in the early of August 2019.

JOB DESCRIPTION

Your role as Secretary will mainly consist of:

- On an ad-hoc basis, providing assistance to the Secretariat, administrative and logistic support in connection with events organized by the Embassy.
- Daily administrative tasks: prepare note verbale/letter, archives, until delivery
- Arrange daily program for drivers or cleaners if needed and other operational tasks
- Coordinate with the technician and vendors for building maintenance
- Assist Head of Finance on banking issue, collecting bills and propose the cash bills and its payment
- Handling Hungarian staff's administrative document and their diplomatic facilities to KEMLU such as visa, stay permit, ID Card, vehicle, etc

We need a dynamic and efficient person who organizes well her/his tasks and responsibilities. The job offers opportunities for your personal development in an international working environment.

The ideal candidate has:

- A relevant bachelor degree (or corresponding) within executive secretarial or administration.
- Fluency in English and Indonesian both oral and written.
- Relevant work experience
- Good interpersonal skills, a self-driven and result-oriented approach to the job, and a high drive to succeed with both individual and team projects.

Salary according to qualifications and experience and subject to conditions of employment for locally employed personnel at the Embassy of Hungary.

APPLICATION

Please send written application setting out the reasons why you think you are a good candidate for the position in English with an up to date CV (detailing education and experience) to Secretary.JKT@mfa.gov.hu with the reference "SECRETARY" in the subject line NO LATER THAN 15 July 2019.

Read more about the Embassy of Hungary in Jakarta on the following site:
<https://jakarta.mfa.gov.hu/eng>