



MAGYARORSZÁG NAGYKÖVETSÉGE
JAKARTA

TRADE ASSISTANT

Embassy of Hungary is looking for a Full Time Secretary to Trade and Investment Affairs.

JOB DESCRIPTION

Your role as Trade Assistant will mainly consist of:

- Conduct research in relation to bilateral trade and investment
- Perform routine clerical and administrative functions
- Perform secretarial assignment such as make official letter, filing and managing database, organize meeting
- Organize all daily agenda of the diplomat such car arrangement, flight, hotel and restaurant booking
- Dealing with the technical and administrative issues
- Being active and have high initiative to solve the problem and maintaining the daily works

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:

- Relevant Bachelor Degree (International Relations/ International Business/ Management/ Economic Science)
- Able to work under pressure and tight deadline
- 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 "Trade Assistant" 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>

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