

The Danish Embassy in Mexico is looking for a Receptionist and Consular Assistant



Position: Receptionist and Consular Assistant
Type: Full-time on permanent local contract
Starting date: August/September 2026
(depending on security clearance)
Location: Danish Embassy in Mexico, Polanco, Mexico City
Deadline for application: 8 May 2026 at 16:00 local time (Mexico).

The Royal Danish Embassy is looking for a highly motivated and skilled colleague who can undertake the job as Receptionist and Consular Assistant at the embassy.

About the Embassy

The Danish Embassy consists of 18 high performing colleagues. We are an integrated part of the Ministry of Foreign Affairs of Denmark (MFA). Mexico and Denmark have a strategic partnership agreement and there is a strong political focus on the partnership from both countries. The Danish Embassy is responsible for 17 cross-accredited countries in the region.

We are a busy Embassy team, with a constant ambition on achieving innovative solutions and results that benefits and add value for Danish interests and our trusted partners.

Our new colleague will support different key areas at the Embassy and will refer to the head of administration and consular section on a daily basis.

Your tasks will include the following:

Receptionist:

- Manage the reception desk, switchboard and access control to the Embassy
- Distribute incoming calls and emails (Outlook and P360) and physical mail
- Handle diplomatic mail (incoming and outgoing)
- Assist with planning of events and other cross-cutting tasks
- Regular ad hoc assignments from the management team which may be time consuming
- Back-up and assist on administrative tasks and PA to the Ambassador

Consular Assistant:

- Handle applications for passports and other documents for Danish citizens
- Consular assistance to Danish citizens in Mexico and 17 cross-accredited countries in cooperation with the Consul
- Assist Danish Honorary Consulates (17) in consular and administrative matters in cooperation with the Consul
- Schengen visa applications and residence and work applications: registration and print only. VISA hub in New York, USA handles case processing
- Annual inspection of Visa Application Center (VAC) on behalf of VISA hub New York

About You

You have a strong interest in service, consular matters (with focus on compliance within the MFA rules and regulations) and holds a high level of providing good service to people and partners.

Furthermore:

- Bachelor degree in e.g. service or communication
- Minimum 2-3 years professional experience within the service sector, e.g. travel industry
- Fluency in Spanish and English both spoken and written (Danish is a strong plus)
- Structured, flexible with an outgoing, proactive, service-minded and positive attitude
- Technical sense and like to work with different IT-systems
- Like to help and assist (people-skills and empathy) people in need of assistance – also when we need to walk that extra mile to succeed
- Experience with citizen-related service tasks
- A methodical work approach, work independently and self-driven, discretion
- High level of energy, proactive, a curious mind-set, motivated by acquiring solutions and value for our partners and the people, we serve.

We Offer

The Embassy offers a full-time position in an international work environment with “Danish values”.

- An open office environment with a great, motivated and high performing group of colleagues at the Embassy in Mexico and colleagues at the Ministry of Foreign Affairs in Copenhagen, Denmark.
- We value great emphasis on delegation of tasks and responsibilities, openness, independence, flexibility, transparency and a minimum of hierarchy.
- You will have great possibilities for developing your competences in an international setting.
- Individual competence development plan. A competence development course in Denmark.
- Workweek is 37 hours, Monday-Friday- applicant must be willing to work more in busy periods
- Five weeks of vacation a year according to MFA rules and schemes.
- Workplace pension scheme according to MFA corporate rules.
- 80% reimbursement of standard level medical expenses according to MFA rules.
- A competitive salary-package based on qualifications.

Contract will be in accordance with minimum standards for The Danish Foreign Service and Mexican Labour Law.

The Ministry of Foreign Affairs and the Embassy of Denmark value diversity and equal opportunities for all and welcome applications from all qualified candidates regardless of race, sex, religion, age or disability.

Application and Recruitment Process

We require the following documents:

- Cover letter/motivational letter: your motivation for applying for the position and how you see yourself adding value to the position and the Embassy (in English).
- CV (in English).
- Documentation of relevant education and proven track record.
- Recommendations and 2–3 references with contact information.

Please submit your application with the relevant supporting documents to mexamb_recruitment@um.dk cc: litmil@um.dk marked "Application: Receptionist and Consular assistant".

Deadline is **Friday, May 8, 2026** at 4:00 pm local time (Mexico). Selected candidates will be invited for interviews, which are expected to take place Mid May 2026.

Starting date: August/September depending on availability and mandatory security clearance.

Final candidates will have to pass security clearance by the Danish authorities and hand in a Mexican non-criminal record.

Additional information

For additional information about the position, please feel free to contact Consul and Head of Administration and Consular Section, Lita Millan Bueno, e-mail: litmil@um.dk.

For more information about the Embassy, please see our website www.mexico.um.dk

Embassy of Denmark, Mexico City
Phone +52 (55) 8854 8411
E-mail: mexamb_recruitment@um.dk