



**PERMANENT REPRESENTATION  
OF DENMARK TO THE  
EUROPEAN UNION**

## **ADMINISTRATIVE OFFICER AT THE PERMANENT REPRESENTATION OF DENMARK TO THE EUROPEAN UNION**

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| <b>Position:</b>                 | Administrative Officer  |
| <b>Type of employment:</b>       | 1-year fixed contract with the possibility of extension<br>Local contract based on the Staff Rules of the Mission |
| <b>Starting date:</b>            | As soon as possible   |
| <b>Location:</b>                 | Rue d'Arlon 73, 1050 Bruxelles  |
| <b>Deadline for application:</b> | 17 June 2026  |

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### **Join the team at the Permanent Representation of Denmark to the EU.**

We are looking for an energetic candidate with a flair for service, logistics and administration to join our administrative team and archive.

We offer a friendly, collaborative and dynamic work environment with a flat and informal organisational structure.

### **Main task and responsibilities**

- Collecting, printing and handling meeting documents as well as instructions from the Ministries in Copenhagen in close cooperation with policy officers and line management.
- Administrative tasks; day-to-day duties and logistical operation.
- Filing tasks; document preparation, digital scanning, retrieval and distribution, etc.

### **Required qualifications and experience**

- You have a relevant educational background, and it would be an advantage if you have previous experience with administrative work, project management or secretarial functions.
- You have the ability to handle short deadlines and prioritize tasks, maintain overview and confidentiality as well as attention to detail.
- As tasks may be subject to change according to organizational needs, a flexible mind-set is required.
- You are service minded, have great interpersonal skills and team oriented.
- We expect you to be familiar with MS Office.
- Proficiency in one of the Scandinavian languages is an asset as much communication is conducted in Danish. Good communication skills in written and spoken English is necessary and good knowledge of French is an advantage.

## **Employment conditions**

- You will be offered a fixed term full time employment on a local contract based on the Staff Rules of The Permanent Representation of Denmark to the European Union
- Your standard working hours will be 37 hours per week
- You will be entitled to 20 statutory vacation days and additional 5 working days of paid vacation days per year
- Your salary will reflect your qualifications, relevant experience and proven work-related results.

## **Application and recruitment process**

To apply for the position, please send your application in one PDF-file including application explaining your motivation and qualifications for the job, CV, recommendations and 2-3 references to [brurepjob@um.dk](mailto:brurepjob@um.dk). Please indicate 'Administrative Officer' in the subject line of your e-mail.

Your application should be received no later than **17 June 2026**.

Selected candidates will be invited for interviews – expected to take place end-June.

The Permanent Representation of Denmark to the European Union attaches great importance to equal opportunities for all and therefore welcomes applications from all qualified persons regardless of race, sex, religion, age or disability.

The chosen candidate must present a "No Criminal Record" and pass security clearance by the Danish authorities prior to appointment.

By sending your application, you actively consent to the Permanent Representation of Denmark to the European Union's processing of your personal information. You can find more information in the [Privacy Notice](#) on the Ministry of Foreign Affairs of Denmark's webpage.

## **Questions**

For any questions regarding the position, please contact the Deputy Head of Administration, Ms. Pernille Hartmann [perhar@um.dk](mailto:perhar@um.dk)

## **About us**

The Permanent Representation of Denmark to the European Union acts under the authority of the Ministry of Foreign Affairs of Denmark and is part of the Danish network of diplomatic representations abroad. The permanent representation handles Danish interests in the EU cooperation and covers various policy areas. Because of this, posted staff from all ministries in Denmark are present at the mission. Find more information on [um.dk](http://um.dk) and [eu.um.dk](http://eu.um.dk).