



EMBASSY OF CHILE
London

JOB DESCRIPTION

Position: Personal Assistant
Organisation: Embassy of Chile in the United Kingdom
Start Date: 01/09/16
Contract Type: Permanent

The Embassy of Chile is looking to employ a Personal Assistant to efficiently assist the heads of mission and other members of staff as and when required.

This is a brilliant opportunity for a recent graduate as they will be introduced to the inner workings of an Embassy.

ROLE

Main tasks include:

- Varied correspondence (letters, e-mail, etc.) in English and Spanish.
- Translation to/from English and Spanish.
- Registration, distribution and filing of documents.
- Keeping the Embassy database up-to-date.
- Dealing with logistical issues and liaising with the relevant member(s) of staff for visits and other activities.
- Processing and preparation of official documents between the Embassy and the Ministry of Foreign Affairs in Chile, Foreign Diplomatic Missions in the UK, as well as with various British entities.
- Selection of documentation to be sent to the Historic Archive of the Ministry of Foreign Affairs in Chile.
- Replacing other PAs when necessary.
- Organising Embassy events including Chilean National Day

Daily activities include:

- Diary management; checking and organising any pending activities.
- Dealing with incoming post.
- Fielding and filtering telephone calls.

Who you will be working with:

- Embassy staff.
- Foreign and Commonwealth Office.
- British and Chilean organisations in the UK.
- General public.



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QUALIFICATIONS & EXPERIENCE

Qualifications:

It is desirable that the successful applicant has a BA (or equivalent) in Spanish (if native English speaker) or English (if native Spanish speaker).

Work Experience:

The ideal applicant will have some work experience in a similar administrative role, or in positions such as a Bilingual Spanish/English secretary or translator.

PERSONAL CHARACTERISTICS

The successful applicant should be a pro-active person who is able to take the initiative and is patient and capable of working under pressure. We are looking for someone presentable, flexible and responsible with excellent oral and written communication skills. The applicant should have a basic understanding of the structure and format of documentation used in the UK and Chile, as well as basic knowledge of the culture of both countries.

SKILLS

Languages:

The principal language spoken at the Embassy is Spanish, with English being in daily use. It is essential that one of these languages is the applicant's mother tongue, with an advanced level in the other language.

ICT:

Good knowledge of Windows and the Microsoft Office Suite, including use of Word, Excel, Outlook, Access and PowerPoint.

HOW TO APPLY

Applicants must send their CV together with a covering letter to Rachel Livsey: ambassadorspa@embachile.co.uk. For any queries, please call 02072222361 x218.