The Permanent Mission of the Hashemite Kingdom of Jordan in Vienna is seeking a highly motivated and enthusiastic individual for the position of a Secretary.

**Specific tasks:**

- Correspondences with local governmental authorities on organizational diplomatic matters.
- Drafting correspondence, letters, and documents.
- Conducting researches on specific topics.
- Coordination of accommodation arrangements for officials visiting Vienna.
- Processing and paying bills, salaries, tax refunds payments, etc.
- Answering and screening phone calls.
- Performing other standard secretarial functions such as filing, photocopying, and handling inquiries, all in a consistent manner with official guidelines.
- Handling on a routine basis, highly confidential information in a professional manner.

**Experience and Skills:**

- Related management experience, preferably in an international environment.
- Excellent verbal and written communication skills, fluency in English and German, Arabic is a plus.
- Computer literate.
- Ability to work independently or within a team.
- Good interpersonal, organizational and time management skills.
- Ability to maintain confidentiality and handle sensitive information.

If you are interested in joining our Permanent Mission, please send your application to amb.sec@jordanembassy.at.