

JOB DESCRIPTION

Position: Personal Assistant

Organisation: Embassy of Chile in the United Kingdom

Provisional Starting Day: As early as possible

Contract Type: Permanent, full time (at our offices in St. James's Park 5 days a week)

Salary: £ 2.765,00 (gross) to be paid monthly

Deadline for applications is 23:55 on Monday 27 January 2025.

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

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.

Personal Assistant

Who you will be working with:

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

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 SPECIFICATION

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 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.

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

REQUIREMENT

Applicants must have a valid and permanent work permit for the United Kingdom.

HOW TO APPLY

Applicants must send their CV together with a covering letter to Mr. Cristian Santa María lsantamaria@minrel.gob.cl. For any queries, please call 02072222361 x215