

The Consulate General of Denmark is looking for a Front Office Manager



Position: Front Office Manager
Type of employment: Full time employment on a local contract
Starting date: As soon as possible
Location: Consulate General of Denmark in New York, 885
Second Avenue 18th Floor, New York, NY 10017
Deadline for application: June 24th 2018

The Joint Administration of the Consulate General of Denmark and Permanent Mission of Denmark to the United Nations in New York is hiring a full time Front Office Manager.

In this position, you will be part of a dynamic, international environment consisting of several teams working closely together: Trade Council, Invest in Denmark, Culture and Press, Consular Services and the UN Mission. Besides the staff in New York, you will be working with colleagues in various missions in North America and our headquarters, the Ministry of Foreign Affairs, in Copenhagen.

Your focus:

The Front Office Manager will be part of the Joint Administration team and will work closely together with another Front Office Manager. The job will have wide-ranging tasks and responsibilities, including running the office, administrative work, and being a key contact for internal departments at the Consulate General and the UN Mission. You will report to the Head of the Joint Administration.

In this position, you will be serving as the point person for our office, including being responsible for day-to-day office operations, answering phone calls, greeting visitors, organizing and scheduling meetings/appointments, ordering supplies, managing relationships with vendors and service providers and maintaining an upbeat office atmosphere. As Front Office Manager, you would also participate, as needed, in smaller projects. Sitting in the reception, you will be the first person guests interact with, when they visit our office, so you should be positive and people-oriented.

The Front Office Managers skillset should consist of managing office operations, procedures, and equipment. Experience in IT and PC troubleshooting is a must.

Vendor management and the ability to communicate effectively with our partners would be a plus.

Your skills and success criteria:

As Front Office Manager, you are measured on the value you create for the office and your colleagues, your reliability and level of service as well as ability to communicate clearly and openly.

You have a positive personality and are service-oriented, professional, self-motivated and appreciate a highly energetic work environment where we continuously strive to create value for our clients, support each other, work smarter, look for innovation, and have fun.

Working in an environment where the agenda can easily change, we are looking for a person who is flexible, open-minded and can think out of the box.

You are:

- Customer and service-minded
- A team player, yet able to work independently
- Flexible and able to prioritize
- Proactive, takes initiative and follows through
- A problem-solver, innovative and solution-oriented
- Reliable and consistent in your work

Requirements for the position:

- Minimum 1-3 years professional experience with office management
- Service-minded and positive outlook are essential
- Ability to work on multiple projects at once and to meet deadlines
- Super user in Microsoft Office - Excel, Word and Outlook
- Fluent in English (written and spoken), and ideally also Danish.
- Administration experience (e.g. logistics, IT, planning, project management)
- Knowledge of accounting and budget management would be an advantage
- Experience with ERP systems and bank payments would be an advantage
- Experience with event coordination also an advantage

Necessary personal characteristics:

- Ability to work under pressure
- Focused, solution-oriented and efficient
- Interdisciplinary cooperation, ability to work with cross-functional teams
- You want to be helpful and seek to lend a hand

The position is to be filled as soon as possible. The length of the employment is yet to be determined.

Application and recruitment process

To apply for the position, please send your application (cover letter, CV, recommendations and references) in English to The Consulate General in New York at nycgkl@um.dk marked "*Front Office Manager Application: Your name*" no later than June 24th 2018.

Selected candidates will be invited for interviews – expected to take place end of June. Interviews could also be held through video calls (e.g. Skype, FaceTime).

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

The Consulate General attaches great importance to equal opportunities for all and therefore welcomes applications from all qualified persons regardless of race, sex, religion, age or disability.

Questions

For any questions regarding the position, please contact Zabrina Kjeldsen (zabkje@um.dk) or +1 212-223-4545.