

The Estonian Embassy in Astana
is looking for candidates for the position of
Assistant to Ambassador

Locals only

The secretary's tasks will be:

- Administrative tasks at embassy (phone calls, correspondence, bookkeeping, working with the embassy's archives, ordering supplies, posting and receiving mail, welcoming guests to the embassy),
- managing contracts and agreements,
- helping embassy staff complete their work assignments,
- consular work (welcoming clients, distributing information)/in case of absence to substitute visa secretary,
- media monitoring, compiling overviews, and answering queries,
- assisting to organise embassy events,
- to check invoices before issuing payments orders,
- to execute accounting transactions and reconciling outstanding transaction via internet banking,
- to execute payments through bank accounts and manage the bank accounts,
- to prepare regularly to the tax authorities claims for VAT refund,
- to ensure secure archiving of all accounts documents.

Requirements for candidates:

- upper secondary school/college/university,
- excellent spoken and written communication skills in English language,
- well acquainted with secretarial work (incl. knowledge of basic protocol and etiquette requirements, archiving)
- good knowledge of organisation and management (necessary documentation, format requirements)
- good communication skills, takes initiative and team player.

Other useful skills:

- prior experience as a secretary or in the area of administration
- basic knowledge of Russian and Kazakh languages,
- good computer skills: Outlook, word processing, spreadsheets, bookkeeping and digital document management programmes (skills that will help one quickly learn to use a new programme)

We are offering:

- competitive salary
- interesting, diverse work environment that encourages development
- Ongoing job-related training

Working conditions: Full time 40 hours/week.

How to apply:

Please send your supporting documents to embassy.astana@mfa.ee. The package should include a Cover Letter and the standard CV filled in English and signed, we kindly ask to add expecting salary for this position.

Closing date:

Pre-selected candidates will have to be available during 09-20 April 2018 to do testing and interview in the office of the Estonian Embassy in Astana.