

JOB Description – Ambassador’s PA

The candidate will work in the office of the Head of Mission and will be responsible for the following tasks:

- Organising and updating the Ambassador’s Agenda
- Supporting the Deputy Head of Mission, First Secretary and Attaches in managing their appointments and agenda
- Organising flights and accommodations for the Head of Mission, Deputy Head of Mission and First Secretary for business travels
- Managing and updating the database with all useful contacts; answering phone calls and direct them appropriately; answering e-mail and direct them appropriately
- Liaising with counterparts in other Diplomatic Missions and the Australian Government agencies
- Preparing official documents, translating documents when necessary (with the exception of Consular documents)
- Assisting the diplomatic personnel with all the necessary paperwork to obtain and maintain their privileges (DFAT and Protocol Branch)
- Ensuring that the protected area is constantly under supervision, within the candidate’s working hours
- Processing requests for Awards and Honours sent by the Consular Network;
- Preparing the necessary paperwork (missions, leave , refund requests etc.) for the Head of Mission and diplomatic personnel
- Ensuring that all documents and messages from the Ministry be delivered correctly and timely, cross checking the list provided by the Archives
- Welcoming guests of the Head of Mission and escorting them to the meeting room
- Organising events taking place at the Embassy or Ambassador’s Residence, liaising with the Trade Office and Administration Office

The candidate must have proficiency in both written and spoken English and Italian, as well as competence in using the Office Suite (Word, Excel, and Power Point), Acrobat Reader and Outlook. The ideal candidate would be someone with experience as a personal assistant or office manager, who is able to respond quickly to requests coming from the Head of Mission, Deputy Head of Mission and First Secretary. The candidate must be able to prioritise tasks and be flexible. Interpersonal skills, organisational skills and confidentiality are highly important, given the environment in which the candidate will be working.