

Would you like to help to represent New Zealand in Germany?

Embassy of New Zealand, Berlin

Administration Manager

Are you looking for a new professional challenge?

Are you highly motivated, organised and looking to make a key contribution to a busy international team?

The New Zealand Embassy in Berlin promotes New Zealand's relationship with Germany, as well Switzerland, the Czech Republic and Liechtenstein.

We showcase the best of New Zealand to Germany, support New Zealand business, foster cultural exchanges and build people to people connections.

Your responsibilities

- Office Manager and Head of Corporate Services
- Responsible for managing our Administration team
- Financial management and budget oversight
- Management of the Embassy's properties and assets
- Support in drafting, negotiating and managing contracts
- Support to deliver the business plan
- Health and safety of staff
- Transfers of New Zealand diplomats from/to Germany
- Support staff to implement Embassy's corporate policies, including sustainability objectives

Your profile

- Experience in managing staff to deliver administrative services
- Finance, asset management and or administrative experience
- Conscientious, self-motivated and able to work with minimal oversight
- Willing to familiarise yourself with non-specialist topics
- A team player who wants to contribute to a positive tone in the office
- Excellent German and English language ability is essential for this role
- The right to work and reside in Germany

We offer you

- Permanent employment
- Competitive annual salary
- A health and fitness subsidy
- 24 days annual leave, plus 14 statutory holidays
- A friendly, international environment
- Learning and development opportunities to grow your capabilities

- Connecting with New Zealand's global network of 60 Embassies and High Commissions

If this sounds like you, please send your CV and letter of motivation to BERApplications@mfat.govt.nz. All applications must be made in English.

Subject: *Administration Manager*

Application can be submitted from today and must be received by Thursday, 25 April 2024.