

Job Posting

The Consulate General of the Federal Republic of Germany in Toronto is looking to hire an Executive Assistant to the Consul General (full time position), starting 10 January 2022

The employment contract is initially limited to one year.

The activities include:

- Office management (agenda planning incl. preparation and follow-up of topics and appointments, meetings and agendas, appointment and driver logistics; independent written and verbal communication, e.g. drafting, final copy and dispatch of correspondence, verbal notes and reports, writing standard letters, efficient, proactive and reliable processing of incoming enquiries)
- Organisation of events (lunches and dinners, receptions, awards ceremonies, signing ceremonies, etc.)
- Settlement of the Consul General's expenditure budget
- Business trip planning and settlement
- Protocol activities (preparation and follow-up of delegation trips, support in planning logistics)
- Management of the Consul General's internal and external communication, monitoring of communication channels; hub for communication between the Consul General's office and internal departments.
- Management of contact files
- Other ad hoc tasks such as assisting with the preparation of speeches, presentations and reports.

Applicants should have the following qualifications:

- Organised, flexible and analytical working style, proactive attitude, ability to multitask and appropriate prioritisation, often under time pressure and/or at major events.
- Excellent written and oral communication skills in English and German, basic knowledge of the French language advantageous
- Willingness to work flexible hours
- High discretion, confidentiality and professionalism, both internally and externally
- Language fluency, international experience and cultural sensitivity
- Experience in secretarial work or corresponding vocational training
- Solid IT knowledge (common Internet tools, Word, Excel, possibly Power Point)
- Familiarity with public life in Toronto and Ontario
- Solid general education

Payment is based on the salary scheme of the Consulate General.
Further information can be obtained by e-mail at: vw-s1@toro.diplo.de

Please submit your written application **by 10 December 2021** to:

Consulate General of the Federal Republic of Germany
- Application
2 Bloor Street East, 25th Floor
Toronto, Ontario, M4W 1A8

or by e-mail to: vw-s1@toro.diplo.de

Please enclose the following documents with your application:

- Curriculum vitae
- testimonies
- references
- Proof of valid residence permit for Canada (including work permit) or
- Proof of Canadian citizenship (e.g. passport or birth certificate)

Should you wish your application documents to be returned to you please enclose a return envelope.
We look forward to receiving your application.