

Personal Assistant / Secretary

The Embassy of the Republic of Poland in Wellington is seeking a highly organized and capable bilingual (English, Polish) Personal Assistant to support the Ambassador and diplomatic staff of the Embassy. This full-time administrative role requires excellent communication skills, a proactive mindset and attention to detail, as well as a valid legal right to work in New Zealand.

Position Overview

- **Job Title:** Personal Assistant / Secretary
- **Location:** Wellington CBD
- **Job Type:** Full-Time
- **Employer:** Embassy of the Republic of Poland in Wellington

Key Responsibilities

- Providing confidential administrative, clerical, and secretarial assistance to the Ambassador.
- Managing correspondence, appointments, meetings and official schedules of the Ambassador.
- Handling general office administration, phone inquiries, and guest reception.
- Assisting in arranging official functions and meetings.
- Supporting day-to-day operations of the Embassy.
- Drafting and translating official correspondence, diplomatic notes, and administrative documents.

Essential Requirements

- **Language:** native or highly proficient level of both English and Polish (written and spoken).
- **Education:** completed secondary education or above (high school/university).
- **Skills:** proficiency in Microsoft Office Suite (Outlook, Word, Excel).
- **Right to Work:** applicants must have the legal right to work in New Zealand.

Desirable Attributes

- High levels of discretion, tact, and interpersonal skills required for a diplomatic environment.
- Strong organizational, time-management and prioritization skills with a proactive mindset.
- Previous experience in similar roles and exposure to international work cultures will be an added advantage.

What We Offer

- A dynamic, professional, and culturally enriching international work environment.
- A competitive salary (approximate gross salary of 6700 NZD per month).

How to Apply

Interested candidates should submit their **CV** and a **cover letter** (both in English) outlining their qualifications and interest in the position, together with their consent to the processing of personal data, copies of documents confirming education and/or language skills (in English or Polish). All documents should be scanned and sent in PDF format only. Documents should be dated and signed by hand. Documents submitted in the application will not be returned (please do not send originals). Please send your application by email to the following address: wellington.amb.sekretariat@msz.gov.pl. Only shortlisted candidates will be contacted for an interview.

Application deadline: 15 July