

Driver/Office Assistant

The Embassy of the Republic of Poland in Wellington is seeking a reliable, full-time Driver/Administrative Assistant. The ideal candidate will provide safe, professional driving services for the Ambassador and other staff, while also assisting with day-to-day administrative, logistical and clerical tasks in support of the Embassy team.

Position Overview

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

Key Responsibilities

- Safe, reliable and professional driving of official vehicles for the transport of the Ambassador, Embassy staff, visitors, and official missions.
- Daily inspection, cleaning, and basic maintenance of assigned vehicles.
- Planning routes, managing schedules, and ensuring timely arrival to all destinations.
- Logistical support for meetings, events, and missions.
- Delivery and collection of official documents, correspondence, and materials.
- Maintaining vehicle logbooks, mileage records, and fuel consumption reports.
- Other administrative or logistical tasks related to the activities of the Administrative Section and the Embassy.

Essential Requirements

- **Language:** good command of both English and Polish.
- **Education:** completed secondary education (high school).
- **Valid License:** full New Zealand Driver's Licence.
- **Right to Work:** applicants must have the legal right to work in New Zealand.
- **Flexible hours:** availability to work flexible hours.

Desirable Attributes

- High levels of discretion, tact, and professionalism required for a diplomatic environment.
- Work experience with public institutions/embassies/international organizations or executive transport services.
- Reliability, dedication and ability to work in a team and under pressure.
- Basic level of computer skills (Microsoft Office Suite).

What We Offer

- A dynamic, professional, and culturally enriching international work environment.
- A competitive salary (approximate gross salary of 6300 NZD per month).

How to Apply

Interested candidates should submit their **CV** and **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