

JOB OPPORTUNITY AT THE EMBASSY OF SWEDEN

Executive assistant/event coordinator (full time)

Location: Canberra, Australia

The Embassy of Sweden is seeking a full time Executive Assistant to the Ambassador, with part time responsibility also for the Defense Attaché. We are looking for an organised and solutions-focused person with relevant experience who can provide high level administrative support.

The successful candidate will also be event coordinator for various forms of activities in the Ambassador's residence, such as larger receptions, formal dinners, concerts or informal meetings over coffee. The Defense Attaché may from time-to-time request similar assistance. Finally, the successful candidate will also have a backup role for the Embassy's Chief Financial Officer.

The duties of this position:

- Organise the Ambassador's daily/weekly program and travel arrangements, including routine correspondence, official visits to Australian states, domestic travel and travel to and in New Zealand, other international travel, and ensuring that suitable gifts are available for the Ambassador to give during official visits and at other times.
- Support the Defence Attaché's program including tasks related to official visits and defence protocol.
- Organise and coordinate Embassy events and functions hosted by the Ambassador. This can include planning, management and hands-on tasks including invitations, guest lists, menus, seating charts, place cards, purchases, catering and managing serving staff. The role is encouraged to suggest improvements and take initiatives to create a welcoming atmosphere.
- Liaise with the Department of Foreign Affairs and Trade Protocol Section and other Australian Federal and State Government bodies regarding staff relocations and movements, motor vehicles and visa, diplomatic IDs, import of items through customs and other requirements and official correspondence.
- Liaise with the Ministry of Foreign Affairs and Trade Protocol Section and other New Zealand Government bodies regarding staff relocations and movements, diplomatic IDs, and other requirements and official correspondence.
- Provide support outside these main duties and responsibilities from time to time, such as assisting with programs for visiting delegations, supporting in the execution of events being managed by colleagues at the Embassy, and occasionally stepping in for colleagues during temporary absences.

Qualifications and skills required for this position:

- The successful candidate has training and experience relevant to the position, including hospitality and dealing with financial matters/bookkeeping.
- The successful candidate is a quick learner, pays strong attention to detail, has a proven ability to manage several parallel tasks and does not hesitate to take initiatives.

- The successful candidate is a team player who will work closely with colleagues at the Embassy and strive to reach goals together with others.
- The successful candidate has a strong command of English and is well versed in Microsoft Office.
- Knowledge about Sweden or New Zealand and the Pacific is an asset.

Australian citizenship or residents with a working permit is an absolute requirement for employment.

Selection process:

Applicants should send, as a pdf-file, a motivation letter (maximum one page) and a CV (maximum 2 pages) including recent and relevant professional/employment references.

Only shortlisted candidates will be contacted and subsequently asked for documentation that supports the background and qualifications mentioned in their CV.

Submit your application by email to ambassaden.canberra@gov.se no later than 29 September 2026. Please write in the email subject line “Executive Assistant”. Please note that the selection process will be ongoing and suitable candidate(s) may be called for interviews, and decisions may be taken prior to 29 September. Suitable candidates who are available to start their employment on short notice may be prioritized.

The Embassy of Sweden has been an employer of local staff in Australia for more than 50 years. It promotes an attractive employment package and boasts an established, professional, and dedicated team that values equality and transparency in the workplace.

Employment contracts are based on local labor law and standard contract terms of the Swedish Embassy in Canberra.

The selected candidate must agree to complete a security background check prior to employment.

For any questions regarding the position please contact: Daniella Börjesson, Head of Chancery, by email: Ambassaden.canberra@gov.se.