

Driver with Administrative support duties

The Embassy of Sweden in Georgia is now seeking an active and competent new colleague to the great Embassy team for work as a Driver who can also lend support on various administrative and practical tasks.

The position is permanent from 1 November 2021 with probation of three months.

Tasks as the Embassy Driver with administrative support duties:

- Plans and conducts safe and timely driving for the Embassy
- Takes care of the maintenance of the Embassy vehicles
- Assists in organizing logistics for high level visits and other visits
- Participates in the maintenance of the Embassy's property, including the Residence
- Carries out local procurement
- Conducts messenger duties including the mail
- Performs various office, administrative and practical tasks as identified or requested.
- Conducts other tasks as required.

An applicant is expected to have:

1. Drivers license and track record of safe, accurate and smooth driving.
2. Excellent time management, organizational and orientation skills and an ability to work calmly under pressure.
3. Fluent written and spoken Georgian and English language skills.
4. Previous experience with driving
5. An ability to initiate and perform maintenance tasks and to supervise maintenance workers
6. Computer skills including basic office programs, information searching and problem shooting

The Embassy of Sweden actively promotes diversity and has a non-hierarchical organization. We delegate responsibility and encourage own initiatives, creativity and prestige free teamwork. Normal working hours are 09:00-18:00, work during evenings and weekends occurs regularly in connection with the Ambassador schedule.

The Swedish Embassy offers a competitive package with individual salaries in relation to previous experience and unique conditions including among other things. 28 leave days per year and a life-long pension from Sweden according to set criteria.

Please send your application in English including cover letter and a CV by e-mail to the Embassy not later than 25 October 2021 to: Ambassaden.tbilisi@gov.se