The Embassy of Denmark in Washington D.C is looking for a full time driver/maintenance

Position: Maintenance/Driver
Type of employment: Full time employment for 3 years on a local contract with the possibility of extension
Starting date: As soon as possible
Location: Embassy of Denmark, 3200 Whitehaven St. N.W., Washington D.C. 20008, USA
Deadline for application: March 20th 2020

The Embassy of Denmark in Washington, DC has an opening for a full time experienced maintenance/driver employee to join the Embassy’s Administration Department.

Main tasks and responsibilities as Driver/Maintenance
The Maintenance/Driver will be part of the Administration Department. The Administration Department is responsible for maintaining the Embassy building and the surroundings together with providing professional transportation for the Ambassador, Embassy staff and guests.

- General indoor and outdoor facility maintenance on Embassy buildings on a daily basis such as maintain outdoor grounds, hang paintings, empty trash, minor repairs and contact to external service providers.
- Provide transportation to Embassy staff and visiting delegations.
- Attend to the care and appearance Embassy vehicles.
- Perform other duties as assigned.

Your day will be planned daily together with the admin team and tasks will be approximately divided 80/20 between maintenance and driving. The main focus in this position will be on facility maintenance.

Required qualifications
- Previous experience with basic general facility maintenance
- Being able to spot needs for building maintenance and suggest solutions to management
- Must have an impeccable driving record and clean driving licence
- Driving experience is required. Experience with driving VIP delegations would be welcomed.
- Knowledge of the Washington, DC, MD, VA area
- Must be highly organized, professional, and punctual
- Good communication skills are essential.
- Must be flexible with working hours
- Good logistic skills for planning a driving schedule
- Must be able to do heavy lifting
- Good English skills required (Danish not required)
- Positive attitude and good team player
- Clean criminal records

**We offer**
- An exciting, inter-cultural and dynamic work environment with a wide range of diverse tasks.
- Great colleagues and a Scandinavian work environment where we practice freedom under responsibility

**Employment conditions**
- You will be offered full time employment for 3 years with the possibility of extension on a local contract based on the relevant legally binding labour market rules of the United States of America.
- You standard working hours will be 40 hours per week (normal working hours 8am-4pm, incl. 30 min. lunch break)
- You will be entitled to 25 days of paid vacation per year.
- Your salary will reflect your qualifications, relevant experience and proven work-related results.
- Attractive health insurance and pension scheme
- Benefits and other conditions will be based on the Embassy's Staff Handbook.

**Application and recruitment process**
To apply for the position, please send your application (cover letter, CV, recommendations) in English to Head of Administration Heidi Hammer Nielsen at heinie@um.dk marked “Driver/Maintenance” no later than March 20th, 2020

The Embassy embraces equal opportunities for all and therefore welcomes applications from all qualified persons regardless of race, sex, religion, age or disability.

Selected candidates will be invited for an interview.

The chosen candidate must be able to present a “No Criminal Record” and pass security clearance by the Danish authorities prior to appointment, must have an impeccable driving record and clean driving licence and must be US citizen or permanent resident to apply.

**Questions**
For any questions regarding the position, please contact Heidi Nielsen heinie@um.dk / 202-797-5332.