



**PERMANENT REPRESENTATION
OF DENMARK TO THE
EUROPEAN UNION**

ADMINISTRATIVE OFFICERS AT THE PERMANENT REPRESENTATION OF DENMARK TO THE EUROPEAN UNION

Positions:	Administrative Officer / Documentalist
Type of employment:	6 months' fixed contract with the possibility of extension Local contract based on the Staff Rules of the Mission
Starting date:	As soon as possible
Location:	Rue d'Arlon 73, 1050 Bruxelles
Deadline for application:	2 March 2026

Join the team at the Permanent Representation of Denmark to the EU.

We are looking for a documentalist who is a team player but able to work independently.

We offer a friendly, collaborative and dynamic work environment with a flat and informal organisational structure.

Main tasks and responsibilities

Collecting, printing and gathering meeting documents as well as instructions from the Ministries in Copenhagen in close cooperation with political officers and line management. Dynamic work environment with very short deadlines leading up council meetings demanding coordination skills and attention to detail.

Required qualifications and experience

- You have a relevant educational background, and it would be an advantage if you have previous experience with administrative work, secretarial functions or project management.
- As tasks may be subject to change according to organizational needs, a flexible mind-set is required.
- You must be service minded, have great interpersonal skills and be team oriented.
- You have the ability to prioritize tasks, maintain overview and confidentiality as well as attention to detail.
- We expect you to be familiar with MS Office.
- Proficiency in one of the Scandinavian languages is an asset as much communication is conducted in Danish. Good communication skills in written and spoken English is necessary and good knowledge of French is an advantage.

Employment conditions

- You will be offered a fixed term full time employment on a local contract based on the Staff Rules of The Permanent Representation of Denmark to the European Union
- Your standard working hours will be 37 hours per week

- You will be entitled to 5 weeks (25 working days) of paid vacation days per year
- Your salary will reflect your qualifications, relevant experience and proven work-related results

Application and recruitment process

To apply for the position, please send your application in one PDF-file including application explaining your motivation and qualifications for the job, CV, recommendations and 2-3 references to brurepjob@um.dk. Please indicate 'Documentalist' in the subject line of your e-mail.

Your application should be received no later than **2 March 2026**.

Selected candidates will be invited for interviews – expected to take place Mid-March.

The Permanent Representation of Denmark to the European Union attaches great importance to equal opportunities for all and therefore welcomes applications from all qualified persons regardless of race, sex, religion, age or disability.

The chosen candidate must present a "No Criminal Record" and pass security clearance by the Danish authorities prior to appointment.

By sending your application, you actively consent to the Permanent Representation of Denmark to the European Union's processing of your personal information. You can find more information in the [Privacy Notice](#) on the Ministry of Foreign Affairs of Denmark's webpage.

Questions

For any questions regarding the position, please contact the Head of Administration, Mr. Allan Toft alltof@um.dk

About us

The Permanent Representation of Denmark to the European Union acts under the authority of the Ministry of Foreign Affairs of Denmark and is part of the Danish network of diplomatic representations abroad. The permanent representation handles Danish interests in the EU cooperation and covers various policy areas. Because of this, posted staff from all ministries in Denmark are present at the mission. Find more information on um.dk and eu.um.dk.