

**Embassy of the Republic of the Union of Myanmar**

**Call for Application**

**Rover Administrative Staff**

**Main Responsibilities**

- Handling telephone calls
- Receiving visitors
- Scheduling appointments
- Liaising Embassies, local offices and services companies
- Dealing with administrative works such as handling correspondence and distribution of documents, other logistic matters of the office and its officials
- Translation works when necessary

**Requirements**

- Proficiency in verbal and written communications skills in French and English
- College Degree or equivalent to it
- Computing skills including Microsoft office applications, and basic knowledge of IT
- Good interpersonal skills

**Work Schedule**

- Full time (40 hours a week)

Contact : Email to [mebrussels@embassyofmyanmar.be](mailto:mebrussels@embassyofmyanmar.be) with a copy of CV and recent photo.