



**The Embassy of the Grand Duchy of Luxembourg in London
is recruiting
1 personal assistant to the Ambassador (m/f)
40 hours over 5 days**

The Embassy of the Grand Duchy of Luxembourg in London is seeking to employ a personal assistant (PA) to the Ambassador. The PA to the Ambassador will work closely with the Ambassador, organising his diary and assisting with his daily schedule. The position suits a candidate who has held a similar position for a period of at least 2 years.

As a Personal Assistant (PA) your work will include, but is not limited to, the following tasks:

- Managing the Ambassador's office, including coordinating the Ambassador's schedule (in close liaison with the Ambassador, residence staff and driver), arranging meetings and assisting the Ambassador in the execution of his functions;
- Dealing with incoming and outgoing correspondence and invitations in a timely and appropriate manner (reviewing incoming letters and invitations, formatting and sending replies, fielding telephone calls);
- Providing administrative support to the Ambassador and diplomatic team, ensuring the maintenance of clear records, and filing system;
- Overseeing general office management including logging the Ambassador's gifts and monthly activities; stationery orders, shredding, data management, and maintaining the Ambassador's contact lists;
- Organizing the Ambassador's travel and accommodation arrangements in accordance with the expense policy inside and outside the UK and processing the expenses;
- Arranging high-level official visits of Government Ministers and senior officials from Luxembourg, including logistical support with airports, hotels and service providers, as well as liaising with relevant Luxembourg Government Ministries;
- Assisting in the organisation of Embassy events and receptions in close coordination with other members of the administrative team. Administrative support will include booking venues, accommodation, and flights, when required;
- Lead on organising small social events (lunches, dinners) at the residence;
- Supporting the members of the consular team in providing consular assistance in accordance with current guidelines, with an emphasis on handling enquires from Luxembourg nationals and residents;

- Responding to public queries, including visa and consular queries, meeting and welcoming visitors to the Embassy in a professional manner;
- Being responsible for the Embassy duty phone one week in every five and to deal with any consular issues that may arise while in possession of the duty phone;
- Filling in for absent members of the administrative personnel of the Embassy;
- Supporting the Deputy Head of Mission and the Consul as required on an ad-hoc basis.

The PA's duties include administrative tasks and other requirements, including those not mentioned explicitly in the previous paragraph, which may be assigned to him/her.

Your profile:

- You have a secondary school diploma, a Bachelor's degree, or an equivalent qualification;
- 2 years substantive experience in relevant positions constitutes an advantage;
- Excellent organisational skills and a keen eye for detail;
- Excellent secretarial skills and proficiency with the Microsoft Office Suite;
- Excellent written and verbal communication skills in English and French;
- Proven ability to work well in a team;
- Strong interpersonal skills, including the ability to be professional, courteous and deal directly with key players at a senior level both inside and outside the Embassy.

Please note that the labour laws of the UK will govern the contract, including the remuneration. The successful candidate must have a legal entitlement to live and work in the UK prior to recruitment.

How to apply:

If you are interested in this vacancy, please email your CV and educational credentials along with a covering letter detailing your current employment, salary, availability and reasons for applying to nathalie.stec@mae.etat.lu.

Applications must be received before Monday, 23rd March 2026.

Please note that only short-listed applicants will be contacted. The Embassy reserves the right to re-advertise or extend the call for applications.