



Embassy of Australia
Seoul

Job Vacancy

Temporary Notarial Officer / Receptionist

Position Description

Reports to:	Second Secretary and Consul (Consular & Passport Section)
Position title:	Temporary Notarial Officer / Receptionist
Position number:	SE007
Position level and Salary:	Locally Engaged 3 level with a salary of KRW 3,493,768 per month
Employment period:	This is a temporary position available from mid-August 2021 to February 2022, with the possibility of extension There will be a 3-month probation period

Vacancy Details

Vacancy type:	Internal & External vacancy
Additional information:	Send applications to seoul.recruitment@dfat.gov.au Please submit application materials in Microsoft Word or PDF formats only <u>Please indicate your full name and the position title in the subject line</u>
Proposed published date:	20/07/2021
Proposed closing date:	Closing of business on Thursday 29 July 2021 <u>Applications received after the closing date will not be considered</u>

Requirements

Applications must include:

- Completed Embassy application form
- A written statement (no longer than two typed pages) directly addressing the applicant's abilities and claims against the position requirements
- Curriculum vitae

Other Requirements

The successful applicant will be required to provide a police security clearance certificate and undergo a medical examination to determine fitness for duty

Key Responsibilities

- Perform a range of Notary duties, including statutory declarations, witness of signatures, Certificates of No Impediment to Marriage, Apostilles and other notarial services
- Undertake receptionist duties including answering general enquiries or redirect enquires from members of the public to the appropriate areas
- Provide basic and accurate information in person and via phone/email and respond to incoming mail
- Maintain the Embassy telephone directories and issue a Third Person Note's number to agencies
- Perform sub-cashier duties and other financial processes
- Act as a Back up Passport officer
- Other duties as directed

Position Requirements

Competencies

- An understanding of the requirements of managing the reception of a diplomatic mission including providing administrative support
- Demonstrated ability to work with limited supervision to prioritise tasking and manage workflow
- A high level of fluency in spoken and written Korean and English, and the ability to communicate effectively at all levels
- Excellent attention to detail and customer service attitude
- The ability to work cooperatively, efficiently and flexibly as a member of a small team

Special Requirements

It is highly desirable that applicants have the following:

- Previous experience as a Receptionist or similar role in managing clients at work

Note

For selection purposes, each of the above competencies will be considered. In order to manage the recruitment process efficiently, only applicants who are successfully shortlisted for interview will be contacted. If you have not been requested to attend an interview within four weeks of the closing date, please assume that your application has not been successful on this occasion