



Job Offer

The Swiss Business Hub (SBH) Korea, integrated in the Embassy of Switzerland in Korea, is a network partner of Switzerland Global Enterprise (Swiss trade & investment promotion agency) and is responsible for Swiss export and investment promotion activities in Korea. The SBH is now looking to fill in the following vacant position:

Trade Officer

Reporting to the Head Swiss Business Hub Korea, based in Seoul

You are a high-achieving graduate with a Bachelor or Master Degree, and have a flair for business tasks and good communication skills and you have at least 3 years work experience in the international trade sector and/or in an industrial sector. You have a solid background in business consulting and marketing. In addition you have a technical background or expertise in one of our target sectors such as ICT, life sciences incl. medtech, MEM or food. You are used to carrying out tasks carefully and independently and at the same time you are a dynamic person. In addition to Korean mother tongue, you are also fluent in English. Good knowledge of a Swiss official language will be a preference (written and oral). Being open minded, a good communicator, experienced and willing to work in a team are additional requirements.

Your tasks will include:

- Collecting trade and commercial information and compilation of reports on trade matters, industrial sectors and trade fairs (in English)
- Replying to general trade inquiries
- Advising Swiss companies on market access issues in Korea
- Working independently on mandates, liaising with external experts, Swiss clients and Switzerland Global Enterprise, and compiling reports (in English)
- Making independently market research and business partner search projects (desktop research, ability to find efficiently relevant information and write reports)
- Accompanying and advising (also translating) Swiss companies during business meetings
- Support Swiss participants at exhibitions in Korea
- Occasional business trips to Switzerland
- Represent the Swiss Business Hub at events (networking, etc.)
- Constant use of CRM and other IT tools (Intranet, LinkedIn, etc.)
- Support in Swiss inward investment promotion activities (research of prospect investors, etc.)
- Supporting and cooperating with the Embassy of Switzerland in trade related activities
- General administrative work, office backup

Start of employment: 01 November 2016

Place of employment: Embassy of Switzerland, Seoul

If you are interested in a job with considerable variety at the interface of public and private affairs, please don't hesitate to send until 20 August 2016 your CV together with your motivation letter to:

Mr. Claudio Mazzucchelli, Head Swiss Business Hub Korea, e-mail: seosbh@eda.admin.ch