

NOTICE OF JOB VACANCY

The Embassy of Switzerland in the Republic of Korea is currently looking for an

Assistant to the Ambassador (100%)

Start Date: September 15, 2023 (or by agreement)

Contract duration: 1 year with possibility of extension

Job description

- Coordination and organization tasks: planning and arranging of internal and external appointments and meetings, calendar management and preparation of representation events.
- Liaise with diplomatic missions, Korean ministries, and external partners.
- Organize lunches and dinners at the residence for the Ambassadors. Coordinate invitations with the residence and Embassy staff.
- Accounting tasks: accounting for representation events, Ambassador's business trips and other expenses.
- Text management: drafting of correspondence and diplomatic notes.
- Protocol tasks: welcoming and supervising visitors.
- Communication tasks: answer telephone calls and emails.
- Updating of contact lists and gift lists.
- Make reservations for different activities.
- Other tasks.

Your profile

- Very good communication skills (written and spoken) in English and Korean.
- Good communication skills (written and spoken) in German and/or French are an added advantage.
- University degree
- Very good computer skills
- 1 to 2 years of relevant professional experience as an assistant.
- Work accurately, carefully, and efficiently.
- Ability to work in a multicultural environment.
- Team player, flexible, discreet and sense of responsibility.

We offer:

Opportunity to work in an international environment. Attractive working conditions. Benefits include additional health insurance.

How to apply:

Send your CV and cover letter detailing your qualifications and interest in the position to seoul.humanresources@eda.admin.ch

Very important: Korean nationality or Korean resident VISA for foreigners is required to apply for this position

Apply soon. **The deadline to apply is July 17, 2023.**