



One-Year Maternity Leave Cover Position Available

The Embassy of Switzerland in Seoul is looking for an:

Consular Assistant/Administrative Officer

Your tasks:

- Processing visa and civil status applications, conducting interviews, and verify documents
- Handling inquiries: Responding to inquiries and requests for information related to visa and consular matters
- Translate invoices and prepare bank payments
- Prepare official notes to the MOFA and required forms for immigration, tax exemption, visa applications for staff, customs clearances, etc.
- Assist diplomats in opening bank accounts, purchasing cars, etc.
- Telephone operator / receptionist
- Check and sign tax-free declaration forms for tourists
- Assist in supporting Swiss nationals and coordinating with the MOFA during a crisis in Korea
- Supporting embassy activities: Assisting with other consular or embassy-related duties and projects as needed

Preferred Qualifications:

- Working experience in consular matters or administrative affairs at an Embassy
- Native in Korean and fluent in English. Any language skills in German, French, or Italian are an additional asset
- Strong level of organizational skills and attention to detail
- You are open minded, flexible and a good team player
- Customer-focused behavior
- Ability to work with people of different cultural background

We offer:

- One-year contract
- 40 hour work week with regular schedule
- 20 days annual leave
- Modern work environment
- Preferred start of employment: 1st July, 2024

Interested?

If your profile matches the above skill set, please send a motivation letter and CV (both in English) to: seoul.humanresources@eda.admin.ch

Deadline: 17 March 2024