



JOB OPENING

The Embassy of Switzerland in Seoul has a vacancy for the position of a

Senior Investment Promotion Officer

The position is full-time (100%), initially limited to one year with the possibility of a permanent extension. The starting date is November 1st 2024, or by mutual agreement.

The [Swiss Business Hub \(SBH\) Korea](#) is part of the official representation of Switzerland in Korea, located at the Embassy of Switzerland in Seoul, representing Switzerland Global Enterprise (S-GE), Switzerland's official agency for Export and Investment Promotion. The SBHK supports Swiss companies in developing the Korean market (export promotion), positions Switzerland in South Korea as an attractive business, innovation, and R&D location for foreign direct investments (investment/innovation promotion).

Your tasks

- Identify, build, and manage a pipeline of high-quality FDI prospects (Korean outbound investment projects to Switzerland) with the potential to create significant value and jobs in Switzerland. This includes organizing individual meetings with C-level executives of Korean companies and presenting concrete investment opportunities to potential investors, including sales pitches.
- Planning and carrying out of targeted Investment Promotion activities in Korea (as per S-GE's market development strategy). Develop and execute targeted marketing programs with partners and stakeholders to build brand awareness, communicate key messages, and demonstrate competitiveness of Switzerland as a business and innovation location.
- Organization of investment and innovation promotion events (e.g. roundtables, panel discussions, roadshows, etc.) to position Switzerland as a favorable business, investment and innovation location. Participation in relevant events, trade fairs and conferences in Korea (targeted networking).
- Organization of fact-finding mission to Switzerland and hosting Swiss delegations in Korea.
- Supporting communication activities to enhance awareness among Korean stakeholders about relevant Swiss ecosystems, with a focus on client-centric initiatives.
- Research and market intelligence compilation (databases, research) and outreach to target companies.
- Administrative tasks such as reporting (customer relationship management tool), accounting, and compliance checks.

Your profile

- Bachelor's or Master's degree in Management or Business Administration, or any related field.
- 5-10 years work experience preferably in consulting or the industry, ideally with experience in the manufacturing or health (Life Sciences) sector. Alternatively experiences with an export promotion or investment attraction agency, consulting firm or in an international business development role are also looked at.
- Prior knowledge of Switzerland and its economic landscape is an advantage.
- Ability to conceptualize; strategic thinking; outstanding analytical skills; results-oriented; strong service and customer-driven attitude. Strong in both internal and external client service.
- Team player with excellent communication and networking skills.
- Languages: Native Korean, proficiency in English (both written and spoken); fluency in one of the Swiss languages would be an asset.
- Affinity for social media and communication, along with a strong interest in innovation and technology.

We offer

- Motivating, dynamic, multicultural work environment in an Embassy
- Compensation commensurate with experience and responsibilities
- Continuing skill development and learning possibilities
- Equal opportunity work environment

Interested?

Please send your motivation letter, CV and other supporting documents as a single PDF to: seoul.sbhkorea@eda.admin.ch by **August 18, 2024**. Please indicate in the subject line "Senior Investment Officer" to ensure timely processing of your application. Only those selected for interview will be contacted.

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