



JOB OPENING

Due to a maternity leave, the Embassy of Switzerland in Seoul has a temporary vacancy for the position of a

Trade Officer / SME Internationalization consultant

The position is full-time (100%) and limited to 31.12.2025 (13 months). The starting date is December 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

- Managing the export promotion mandates, from the first contact with the Swiss SME to understanding their needs and offering our services (including market surveys, business partner search, as well as trade fair services), coordinating key activities and timely conclusion of the projects.
- Identifying business opportunities for Swiss SMEs and creating relevant content (reports, factsheets and social media).
- Organizing events and networking activities.
- Further developing our network of trusted experts.
- Developing a strong sector competence (e.g. mechanical and electrical industries "MEM", Food, BioTech/Pharma, Medtech, ICT, Infrastructure).
- Data management (Customer Relationship Management tool) and general administrative tasks.
- Temporary replacement of the Head of Export Promotion during absences.

Your profile

- Bachelor's or Master's degree in Management or Business Administration, or any related field.
- Languages: Native Korean, proficiency in English (both written and spoken); fluency in one of the Swiss languages would be an asset.
- Minimum of four years' work experience with an export promotion or investment attraction agency, consulting firm or in an international business development role.
- Excellent knowledge of the Korean business environment. Prior knowledge of Switzerland and its economic landscape is an advantage.
- Project management experience as well as openness to agile working methods.
- Ability to conceptualize; strategic thinking; excellent analytical and writing skills.
- Intercultural flexibility, pro-active and customer-oriented, goal getter attitude.
- Team player with outstanding communication and networking skills.

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 "Trade Officer / SME Internationalization consultant" to ensure timely processing of your application. Only those selected for interview will be contacted.

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