



SME INTERNATIONALISATION CONSULTANT AND DEPUTY HEAD SWISS BUSINESS HUB UK

The Embassy of Switzerland in London has a vacancy for the position of **SME Internationalisation Consultant and Deputy Head Swiss Business Hub UK**. The position will be full time (100%). The application deadline is 2 June 2024.

The Swiss Business Hub UK is part of the official representation of Switzerland in the UK, located at the Embassy of Switzerland in the United Kingdom, and represents Switzerland Global Enterprise (S-GE), Switzerland's official agency for Export Promotion and Investment Attraction.

Our mission is to enable new business. We are the sparring partners of Swiss companies and, together with our network of trusted experts, we support them with their internationalisation projects on their journey from Switzerland to the UK. Our services include market surveys, business partner search, events and networking opportunities, as well as trade fair services and support in the market.

As our Deputy Head, you will support Swiss SMEs with a focus on the Life Sciences, Medtech, ICT and MEM (Machines, Engineering and Equipment) sectors.

Your tasks

Supporting Swiss SMEs with their internationalisation projects to successfully enter the UK market

- Understanding the needs of Swiss SMEs and providing guidance
- Managing the export promotion mandates, from the first contact with the Swiss SME to understanding their needs and offering our services, coordinating key activities and timely conclusion of the projects
- Identifying business opportunities and creating relevant content (reports and social media)
- Identifying qualified business partners for Swiss SMEs
- Further developing our network of trusted experts
- Organising events and networking activities
- Visiting Swiss companies in Switzerland as well as in the UK
- Developing a strong sector competence

Your profile

- Bachelor's or Master's degree in Business Administration, ideally with a graduate education in Foreign Trade and International Business
- Minimum of four years' work experience with an export promotion or investment attraction agency, consulting firm or in an international business development role
- Excellent communication (verbal and written) in English, additionally German/French is an advantage
- Excellent interpersonal communication skills, including interacting with different hierarchical levels in an international setup
- High service mindset and commitment to deliver
- Can bring an inspiring, go-getting and engaging energy to your team and clients
- Experience with government relations and procedures is a plus
- A developed network (industry experts, associations, consultants, law firms) is ideal
- Applicants with UK work permit preferred

Our offer

- A fascinating role at the intersection of private and public business in the heart of London in an exciting global environment
- Our cultural success factors: **Customer Focus. Collaboration. Continuous Learning.**

Interested?

Please send your motivation letter, CV and other supporting documents to: london.jobs@eda.admin.ch by **2 June 2024. Starting date is 1 August 2024 or by mutual agreement.**

Please indicate in the subject line "Deputy Head Swiss Business Hub UK" to ensure timely processing of your application. No phone calls please; only those selected for interview will be contacted.