



The Consulate General of Switzerland in São Paulo is looking for a

## **Sr. Trade Officer Latin America**

to join the Swiss Business Hub Brazil Team

**Starting date: February 1, 2026**

Our mission is to enable new business. As Switzerland's official agency for export promotion, we are the preferred sparring partner of Swiss companies when it comes to internationalization. We give good advice and ensure that the Swiss companies understand the addressable market, where to play and how to win.

We are offering an exciting opportunity for engaged professionals with a solid background and track record in **international business development**, sales, supply chain or marketing service to support Swiss companies with their market entry plans in Latin America.

As our Sr. Trade Officer Latin America, you are in the driver seat to support the internationalization projects of Swiss companies together with the local Chambers of Commerce and their networks of trusted experts. The services we offer Swiss companies include market surveys, business partner search, legal- tax- and regulatory advice as well as support with the constitution of a subsidiary, trade fair services among others in the target markets.

### **Your tasks**

- Develop a regional **strategy** with the Chambers of Commerce in Latin America.
- Develop a network of trusted **experts** (legal, regulatory, labor, industry-knowledge) in the target markets together with the local Chambers of Commerce.
- Understand the **market entry plans and needs** of the Swiss companies and define the deliverables.
- **Guide** the local Chambers of Commerce to execute the projects and to identify the most suitable experts to address the needs of the Swiss company's project.
- Supervise the **timely execution of the projects**, done by the Chamber of Commerce and the local experts, ensuring that the deliverables are fulfilled.
- Develop the Chambers of Commerce by organizing regular meetings to champion regional alignment, understand developments, share business intelligence and to identify synergies for cooperation.
- Orchestrate the annual business plan / activity plan together with the Chambers of Commerce. Activities for Swiss companies can include fair participation (Swiss Pavilion), fact finding missions and workshops.
- Cultivate and further develop the good relations with the local Chambers of Commerce in Latin America.
- Cultivate good relations with the official Swiss representations and other institutional partners in the target markets.
- International travel as needed.

### Your profile

- Business Administration and / or Foreign Trade / International Business
- At least five years working experience in **international business in Latin America** in one of our focus sectors: MEM, Infrastructure, MedTech, Biotech/Pharma or Food.
- A solid background and track record in international business development, sales supply chain or marketing services. An additional experience in consulting is a plus.
- Excellent interpersonal communication skills in Portuguese, Spanish and English. You love to listen to understand.
- You have a learner- and growth mindset and strive to provide an excellent service
- You feel comfortable to interact with different hierarchical levels in an international setup
- You are a people-business person.

### Our guiding principles

- Find your orientation
- Trust your power
- Act in sync
- Share your learnings
- Be brave

### Our offer

- A fascinating role: **Support international business development**
- A noble mission: Enable new business for Swiss companies in Latin America
- An international playground: Interact with stakeholders from many countries in Latin America
- Join a team of engaged Trade Officers
- Training- and personal development opportunities

### Interested?

Please send your resume together with a motivation letter to

[hans.aebi@eda.admin.ch](mailto:hans.aebi@eda.admin.ch) until January 25, 2026.