



Date: 23<sup>rd</sup> September 2024

## Senior Trade Adviser

### Job Description

The Swiss Business Hub India (SBHI) is headquartered at the Consulate General of Switzerland in Mumbai and has offices at the Embassy of Switzerland in New Delhi and at the Consulate General of Switzerland in Bangalore. The SBHI represents Switzerland Global Enterprise (S-GE), the official export and investment promotion agency of the Swiss Government (FDFA). The SBHI is seeking to employ a Senior Trade Adviser at the Embassy of Switzerland in New Delhi.

**Job Title:** Senior Trade Adviser

**Location:** New Delhi

**Time Duration:** 1 year, with possibility of extension until the Indian retirement age

### Responsibilities:

- Identification and evaluation of business opportunities in India for Swiss companies in sectors such as engineering, automation, pharma, medtech, cleantech, transport and others.
- Efficient and credible handling of inquiries from Swiss companies and rendering expert consulting advice regarding market entry strategies, market information & research, identification of potential partners, business models & company set-up, human resources as well as regulatory matters.
- Overall support towards business, trade and invest related activities of the Swiss network.
- Conceptualization, organization and execution of business delegations and independent fact-finding missions by Swiss companies.
- Building meaningful networks with stakeholders comprising of Swiss companies, sectoral Indian experts and other relevant contacts.
- Maintaining an accurate database of contacts and sharing it with the team on a regular basis.
- Contributing towards the knowledge enhancement within the team by way of sharing market intelligence.
- Interact and operate with a "One Switzerland" approach in India by consistently establishing transparent and effective communication with various sections of the Embassy.

### Requirements:

- Bachelor's or Master's in business administration / international trade / finance.
- 7-10 years of experience in the following areas:
  - Providing foreign companies with information about the Indian market, regulatory topics and broad framework for doing business in India.
  - Prior business development experience and proven hands-on project management skills.
- Team player and strong facilitator: can work independently and as part of a team in a dynamic environment.
- Intercultural competence, collaborative attitude coupled with analytical and conceptual thinking
- Ability to adhere to strict deadlines and deliver results under time pressure.
- Excellent English writing skills; knowledge of German or French would be a plus.
- Proficient with Microsoft Office and preferably, CRM software.



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### **Reporting:**

- Direct reporting to the Head of the Swiss Business Hub India.
- Target setting via yearly target agreement followed by periodic review and year-end evaluation.
- Evaluation of performance as per established MBO process.

### **Employment:**

- The first contract is limited for one year, with possibility of extension.

### **Benefits:**

- Minimum 40 working hours per week (Monday – Friday).
- Paid annual leave of 20-25 days (4-5 weeks), depending on age.
- Up to 13 additional paid Swiss and Indian public holidays.
- Competitive monthly salary and other benefits.
- Employment according to local Indian law.

### **How to apply:**

Please send a motivation letter along with your curriculum vitae to [mumbai.sbhindia@eda.admin.ch](mailto:mumbai.sbhindia@eda.admin.ch) by 4<sup>th</sup> October 2024