



## JOB OPENING

The **Embassy of Switzerland** in Japan is looking for a

### CONSULAR SUPPORT STAFF

Starting immediately or by mutual agreement (full time position **limited to six months** with possible option for prolongation)

Due to a temporary absence our consular team is looking for a motivated person to support the team for at least six months. The position calls for an individual who is interested to gain experience in working in a service environment with international clientele. Prior work experience is not essential. However, the candidate should have excellent communication and interpersonal skills, have a quick grasp of new things and be motivated to learn more about the consular work in an Embassy. The necessary training to fulfill all tasks will be provided.

#### Duties and Responsibilities

- Operate the phone system both externally with inquiries and internally by forwarding calls
- Receive and take care of visitors at the counter
- Receiving of visa applications incl. conducting of visa interview in accords to the current Schengen visa regulations
- Registration of visa applications in specific software and handling of fees in SAP
- Processing of changes in the Register of the Swiss abroad
- Translation of Swiss driving licenses
- Support with handling of civil status matters
- Treatment of other inquiries and requests in English and Japanese
- Support in communicating with Japanese authorities in consular protection cases

#### Required qualifications and skills

*Please do not apply, if you do not meet all requirements listed below*

- Excellent knowledge of English and Japanese languages (Japanese min. level N2), knowledge of a Swiss language is an advantage
- Ability to learn quickly and work independently
- Strong team spirit and ability to multitask
- Good knowledge of Microsoft Office (especially MS Outlook, MS Word & MS Excel)
- Valid Japanese work permit

#### We offer

- Interesting work in a foreign government representation
- Training
- Competitive salary and benefits package
- 20 days paid vacation per Year (10 days paid vacation for 6 month employment)
- A mix of Japanese and Swiss holidays
- Location in Minami Azabu

#### To apply

Please send your resume, a letter of interest and salary expectations in electronic format (word or pdf) to [tokyo.job@eda.admin.ch](mailto:tokyo.job@eda.admin.ch). Please write into the subject line "Consular Support Staff" to ensure timely processing of your application. Any incomplete application will be disregarded.