



Job offer at the Embassy of Switzerland Caretaker/Driver, full-time local position (100%)

The Embassy of Switzerland in Stockholm is looking for a new Caretaker/Driver to join the team. This position provides a mixed set of duties. You support mainly the embassy's operational management in the maintenance of all properties. In addition, you will act as the Ambassador's personal driver and messenger for the whole embassy.

Start of employment: by arrangement, latest 01.02.2024

Place of employment: Embassy of Switzerland in Stockholm

Your main tasks:

- Responsible for the care and maintenance of the green areas, paths and courts of the embassy and its residence
- Carrying out minor repair and maintenance work as well as coordinating certain work with external service providers
- Monitoring of the technical systems
- Driving the Ambassador to meetings and events
- Responsible for the maintenance of the embassy's official vehicle and the Ambassador's vehicle
- Various administrative tasks such as inquiry of quotations, liaising with external service providers, support in archiving files, carry out clarifications concerning the Ambassador's or embassy's needs
- Responsible for the daily mail service
- Winter service support (snow clearing)

Your qualifications:

- Ideally, you have a basic technical qualification or training as a caretaker
- Technical skills, interest in finding solutions, good working methods, independent working style
- Readiness to work occasionally early evenings and, very exceptionally, weekends
- Category B driving licence
- Interest in driving and car maintenance
- Good knowledge of MS Office, experienced in administrative tasks
- Team player
- You are fluent in written and spoken Swedish, additional solid knowledge of English and a Swiss official language (German or French or Italian) is an advantage

We offer:

- Collegial and friendly working environment
- Multinational environment
- Opportunities for further training (languages and courses)
- Competitive salary

Please send your application incl. a CV, motivation letter and possible letters of recommendation preferably in English or a Swiss official language by e-mail until 30.11.2023 to stockholm.jobapplications@eda.admin.ch, subject: Caretaker/Driver

Stockholm, 10.11.2023