

Job offer: Employee at the Chancery (100 %)

The Embassy of Switzerland in Beijing is affiliated to the Federal Department of Foreign Affairs (FDFA) and represents the Swiss Government in China. At the Consular and Administrative section of the Embassy you will join a young, dynamic and multi-cultural team. We are looking for an

Employee at the Chancery (main focus on security)

Begin of employment: asap

Working time: 40 hours per week (100%)

Place of employment: Embassy of Switzerland, Beijing

Job description:

- Management of security tools
- Management and coordination of security at events held at the Embassy
- Coordination and supervision of some maintenance and construction works (security aspects)
- Contribution to the updating of travel advices of the FDFA
- Coordination and organization of internal trainings
- Supporting some chancery's administrative tasks

Candidate's Profile

- Swiss citizen
- Fluent in at least two Swiss official languages (French, German and/or Italian) and excellent English language skills.
- Chinese knowledge is an asset.
- Commercial education or similar
- Professional experience in administrative field
- Discrete, flexible and reliable
- Strong planning organizational skills, ability to set priorities
- Mastering of key office tools, in particular Word, Excel, Power Point

Excellent working conditions and market conform remuneration are offered.

Application:

Please submit the following documents with your application

- Letter of motivation
- Resume (Curriculum Vitae) with one photograph
- Two references
- Other relevant documents (certificates)

bei.jobapplications@eda.admin.ch

Reference in title: "Employee at Chancery"

Deadline for submission of application: 1st November 2019

Note on procedures:

- Only complete applications will be considered
- Only shortlisted candidates will be contacted after the submission deadline for an interview
- No phone calls inquiries please.
- An excerpt of criminal record will be requested from shortlisted candidates.