



The Trade Department of the Embassy of Switzerland in Kuala Lumpur is looking to recruit a

Trade Officer

Main duties and responsibilities:

- Identify business opportunities for Swiss companies through proactive outreach (meeting Malaysian companies, attending trade fairs, careful screening of the press and online-resources);
- Follow-up on market and economic developments in Malaysia and Switzerland;
- Researching, documenting and reporting on commerce, economy and trade policies, national budget, financial questions, business opportunities, Swiss intellectual property infringements etc.;
- Researching and drafting the annual economic report as well as reports on sectorial topics;
- Support Swiss SMEs to enter the Malaysian market by providing market analysis, partner searches and advice and support open request;
- Support to the Swiss business community;
- Networking with Malaysian authorities, business sectors, associations, chamber of commerce etc.;
- Planning and organization of trade fairs, encourage Swiss companies participation, visiting trade fairs;
- Attend country consulting weeks in Switzerland and contribute to promote Malaysia as a important country for Swiss companies.

Requirements:

- University degree ideally in economics or finance/accounting;
- Further education or training in business administration (consulting/sales/marketing);
- Minimum of five years of experience in a similar position with extensive trade and investment promotion experience or in an international company and business environment;
- Good knowledge of the Malaysian business environment, ideally familiar with various industrial sectors.

Personal skills and competencies:

- Communicative and outgoing personality, service oriented, keen to maintain a large network;
- Well-developed writing skills combined with analytical and conceptual thinking and attitude;
- Interactive team-player, adapts well in a multicultural and dynamic environment; accepts responsibility for results; pro-active and self-driven attitude;
- Excellent IT-skills;
- Excellent command of English and Malay; German and/or French is an asset.

The Trade Department of the Embassy of Switzerland offers a challenging position with a competitive salary, training in Switzerland and in the region, a positive working atmosphere as well as an international work environment.

Begin of employment: 1 July 2021 or earlier

Interested and qualified candidates should submit a motivation letter in English together with a detailed CV and copies of degree(s) and working references to:

Embassy of Switzerland
16 Persiaran Madge
55000 Kuala Lumpur
Mail: kualalumpur@eda.admin.ch

Closing date for submitting applications is 18 May 2021

Only short-listed candidates will be contacted for interviews. Applications will not be returned. Please note that we cannot respond to telephone inquiries.