



Receptionist/Switchboard Operator & Office Assistant (HR Administration)

The Embassy of Switzerland in London has a vacancy for the position of Receptionist/Switchboard Operator & Assistant in HR Administration.

The position will be full time (100%) and will begin on 1 July 2021 or by agreement.

Principal duties and responsibilities:

- Reception (first point of contact for all visitors)
- Close collaboration with security guard
- Operating the Embassy's switchboard: answering and forwarding incoming calls
- Giving basic information to callers
- Helping with the distribution of mail and postage in the post room including franking machine, and deputizing for the post room assistant
- Assisting during official events taking place in the Embassy
- Assisting with HR administration tasks: keeping lists and organisational charts up to date, replying to uninvited job applications, replying to questions regarding academic internships at the Embassy, responsibility for the 'Job Applications' mailbox, and other administrative tasks as required

Requirements:

- Right to work in the UK
- Commercial training (E profile or M profile diploma in Switzerland) or comparable education
- Experience in a similar or administrative position
- Command of German and/or French, as well as excellent command of English
- Computer skills and willingness to learn new applications
- High degree of personal integrity and trustworthiness
- Personnel skills: discretion, attention to detail, task-oriented
- Ability to work both independently and as part of a team
- Willingness to work under pressure
- Good, friendly customer service skills at reception and on the phone
- Willingness to take on temporary tasks in other sections of the Embassy

We offer:

- Inviting and interesting office atmosphere in a foreign diplomatic mission
- Competitive salary relative to experience
- British and some Swiss bank holidays

To apply:

Please send your CV, a letter of interest and salary expectations no later than 21 May 2021 in electronic format (Word document, PDF file) to london.jobs@eda.admin.ch
Please indicate in subject line: Receptionist/Switchboard Operator & Office Assistant to ensure timely processing of your application.

No phone calls please; only those who are selected for interview will be contacted.