JOB OPENING
The Permanent Mission of Switzerland to the United Nations in New York
is looking for an

Administrative Assistant

Starting date: spring/summer 2020 (upon agreement)

Job Description:
You will be one of two assistants to the “Sustainable Development and Humanitarian Affairs” Team at the Mission. The team consists of 10 staff members. Your tasks include administrative tasks such as secretariat, calendar management, accounting of expenses, organization of business trips, arranging meetings (logistics and catering), reservations of conference rooms, and research on the internet for members of the team.

You will receive the necessary training on the job. You will work in a team of approximately 35 employees in a high-rise building in Manhattan. Offices are modern, spacious and bright.

Requirements:
- Previous work experience in New York an advantage
- Previous work experience in an international setting
- Full computer literacy with Microsoft Office (Word, Excel, Outlook)
- Exceptional organizational skills and ability to work independently and under stress
- Excellent interpersonal skills
- High degree of personal integrity and trustworthiness
- Able to multitask and pay close attention to details
- Excellent command of English and either French or German, another Swiss national language an asset
- General knowledge of Switzerland
- Good understanding of Switzerland’s working culture

We offer:
- Inviting and dynamic work environment, opportunity to engage with the diplomatic and international community of New York
- Competitive salary and benefits package
- 100% matching in 401 k plan
- 4 weeks paid vacation in addition to American and some Swiss holidays
- Location in midtown Manhattan

To apply:
Please send your resume, a letter of interest and salary expectations no later than February 21, 2020 in electronic format (word or pdf) to nyc.job-application-un@eda.admin.ch. Please write into the subject line “Administrative Assistant SDH Team” to ensure timely processing of your application.