JOB OPENING

The Consulate General of Switzerland in New York is looking for an

Administrative Assistant in the
Swiss Business Hub Team

Starting date: April 1st or upon availability

The Consulate General of Switzerland in New York is seeking a qualified candidate for a permanent position as Administrative Assistant in the Swiss Business Hub Team (main focus Export and Investment Promotion Switzerland). This is a locally recruited position and is located within the SBH unit at the Consulate General. Affiliated with Switzerland Global Enterprise, Swiss Business Hub’s key mandates include the promotion of Switzerland as a business location for US companies expanding to Europe and assisting Swiss SME’s looking to enter the US market.

Our ideal candidate is highly motivated, proactive and always willing to go the extra mile. He/she is able to multitask between several duties at once and can work under pressure in a team. Excellent organizational skills, ability to work independently, attention to detail, multilingual (German or French and English) are prerequisites.

Due to the nature of the work, preference will be given to a Swiss national (or to those candidates who have a relationship with Switzerland) with U.S. work experience.

Additional duties beyond those listed here will be determined and assigned as needed. Training will be provided.

Duties and Responsibilities:

Swiss Business Hub:
- Responsible for administrative tasks for the SBH team
- Handling of all project-related accounting matters, financial planning, budget and compliance tasks
- Support management and all additional core activities in the unit
- Establish and maintain a constructive network

Swiss Business Hub, Economic Affairs & Communication and Cultural Affairs & Education
- Coordinate accounting and administrative processes between all organizational entities and maintain high level of compliance according to Internal Control System (IKS)
- Taking care of logistics relating to official trips

Requirements:
- Excellent command of the English, German and French language
- Very good organizational skills, high degree of personal integrity and trustworthiness
- Preferably some higher education in a related field and previous work experience in an administrative position
- Full computer literacy with Microsoft Office
- Able to multitask, work independently and pay attention to details
- Preferably holder of either a Green Card or a US working permit

We offer:
- Inviting work atmosphere
- Interesting work in a foreign representation
- Competitive salary and benefits package
- 100% matching in 401k plan
- Paid vacation
- 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 20, 2020 in electronic form (word or pdf) to job-cgny@eda.admin.ch Please write into the subject line “SBH – Administrative Assistant” to ensure timely processing of your application. Any incomplete application will be disregarded. Please do not contact the Consulate General or the Permanent Mission. Only those who are chosen for an interview will be contacted.