



Singapore, 01.02.2023

The Embassy of Switzerland in Singapore is currently looking for an

## **Administrative Officer**

**Starting date: second half of March 2023**

The Embassy of Switzerland represents Swiss interests in the areas of political, economic, consular, security, financial and legal affairs, science, education and culture as well as promotion of trade and tourism. The Consular and Administrative Section of the Embassy provides consular services to Swiss citizens living in Singapore as well as visa services to third nationals.

### **Job description**

The Administration Section is seeking an individual with excellent communication and interpersonal skills to operate in a service environment. The position requires experience in administrative work, up to date computer skills (Word, Excel, Outlook) and the ability to multitask, also under pressure.

### **Main duties and responsibilities**

- Responsible for the bookkeeping of the Embassy
- Assisting in the yearly budgeting process
- Assisting the Head of Administration in various administrative matters such as:
  - payroll administration
  - general HR matters of local employees of the Embassy
  - facility management
- Processing of legal documents and confirmations
- Administrative support
- Answering telephone enquiries

### **Requirements**

Excellent command of German or French and English (both written and spoken). Italian is an additional advantage. Diploma in business studies or equivalent (Kaufmännische Ausbildung / école de commerce). We are looking for a communicative, service orientated personality with organizational skills, the ability to work independently, reliable and attention to details are key. You have a few years of work experience, are motivated and an efficient team player and willing to gain expertise in administrative and consular matters.

We offer an inviting work atmosphere in a multilingual and multicultural setting in a team of about 30 employees with remuneration and benefits according to a local working contract and conditions.

Interested candidates may send their application, including letter of motivation, resume and copies of diplomas, salary expectation and references by email to [singapore@eda.admin.ch](mailto:singapore@eda.admin.ch).

Deadline for application: 21 February 2023