



Administrative Assistant in the Chancery

The Embassy of Switzerland in Washington, DC is seeking a qualified candidate for a 100% permanent position as **Administrative Assistant** in the Chancery of the Embassy beginning on or about December 11, 2017.

The position is primarily administrative in nature and requires excellent organizational and verbal skills. The objective of the position is to handle verbal and written communications for internal and external purposes and handle the central file registry, including but not limited to general office management and assistance to the Head of Chancery.

Duties and Responsibilities:

- Assist the Head of Chancery in all areas of administration,
- Responsible for specific Embassy correspondence and for working with distribution and filing of other documents and correspondence.
- Liaising with the Office of Foreign Mission for the registration of staff, processing their visas and vehicles
- Attending workshops and keeping the minutes of meetings
- Assist transferrable staff with temporary housing
- Support Embassy staff during visits, making appointments and managing events as necessary
- Responsible for the import and export of diplomatic goods and household goods, customs clearance with OFM
- Proactively work and cooperate with all sections of the Embassy in any capacity necessary for smooth operations

Requirements: (Please do not apply if you do not meet ALL of the following criteria)

- Excellent communication skills in English, including the ability to conduct business in writing, in person and on the telephone
- Fluency in either German or French, with passive knowledge of the other
- At least three years of experience in an office environment
- Computer skills, including Microsoft Office suite, as well as database experience
- Interpersonal skills to solve problems,
- Team work mentality and ability to work toward achieving objectives, with attention to detail and the ability to multi-task in a fast-moving environment
- Employment authorization for the USA; no visa support will be provided
- Preference given to those possessing Swiss citizenship

We Offer:

- Inviting work atmosphere, Interesting work in a foreign representation
- Competitive salary and benefits package
- 401 k plan, 4 weeks of vacation
- American and some Swiss holidays
- Location in NW Washington DC, close to Red Line Metro

To Apply:

Please send your resume, a letter of interest and salary expectations in PDF format **no later than November 24, 2017** to: wasjob@eda.admin.ch Please write into the subject line, "Administrative Assistant" to ensure timely processing of your application.

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