



Administrative Assistant in the Economic, Trade and Financial Affairs Section

The Embassy of Switzerland in Washington, DC is seeking a qualified candidate for a 50% permanent position as **Administrative Assistant** in the Economic, Trade and Financial Affairs Section beginning on or about the beginning of January 2021.

The objective of the position is the management of specific tasks related to the update and maintenance of the Swiss Business Mapping, a database of Swiss companies in the USA, as well as the sponsoring of the Soirée Suisse, the Embassy's largest annual event. The position also includes some administrative duties in a team of 8 including but not limited to verbal and written communications for internal and external purposes, event management and occasional work with other sections of the Embassy.

Duties and Responsibilities:

- Work with the ongoing Swiss Business Mapping project:
 - Updating database of Swiss companies in the USA with specific data (specific industry, employees, location, volume of sales, etc.)
 - Processing the data for regular reporting
 - Arranging the data for user friendly access and visualization
- Manage all aspects of sponsoring (contact management, outreach, follow-up) for the Soirée Suisse –
 - Proactively contact on-file sponsors through strategic outreach (by e-mail, telephone, and print correspondence)
 - Continuously expand outreach to prospective sponsors guided by, but not limited to, the Embassy's ongoing relationships with the ever-growing business community
 - Manage extensive MS Excel database of former, current and prospective sponsors
- Answering external inquiries (commercial inquiries, inquiries about customs and banking, taxes, etc.)
- Other support, including administrative tasks, as assigned

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

- Higher education in a relevant field
- At least three years of experience in an office environment
- Fluency in one of the official languages of Switzerland (German, French or Italian), with at least passive knowledge of one of other preferred
- Excellent communication skills (written and spoken) in English
- Full computer literacy with Microsoft Office and Windows 10, if possible, as well as database and mail-merge experience (strong knowledge in Excel and Word)
- Interpersonal skills to solve problems, with a teamwork mentality geared to achieving objectives and solving problems independently
- Highly motivated and proactive
- Eager and able to learn in handling new Software / Applications
- Discreet and highly trustworthy
- Excellent organizational skills with attention to detail
- Ability to work independently and multi-task in a fast-moving environment
- Familiarity with Switzerland will be considered as an important asset

We Offer:

- Inviting work atmosphere
- Interesting work in a foreign representation
- Competitive salary and benefits package
- 401 k plan
- 4 weeks vacation
- American and some Swiss holidays
- Parking available

To Apply:

Please send your resume and a letter of interest relevant to the job as described above and salary expectations **no later than December 6, 2020** in electronic format (PDF file) to:

washington.jobs@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.