



Administration Officer

The Embassy of Switzerland in Canberra is offering a part-time position (20 hours per week) as Administration Officer on a 6 - 12 months fixed term contract, with possibility of permanent employment. This is an exciting opportunity to work for a Diplomatic Mission in a dynamic and supportive team environment.

Tasks:

- Assist the Administration & Operations Manager in all administrative, human resources and financial activities of the Embassy
- Perform financial tasks including accounting, payroll and monthly reporting
- Assist in the implementation of sustainable and green practices
- Assist with planning and execution of building and renovation projects
- Assist in security management including buildings, persons and information
- Perform general administrative tasks including archiving and filing
- Manage inventory and office supplies
- System administration (IT tasks)
- Other duties as required

Requirements:

- Excellent oral and written communication skills in English
- Very good oral and written communication skills in German or in French
- Excellent organisational and administrative skills
- Proficiency in Microsoft Outlook, Word and Excel
- Reliability, loyalty, discretion, etiquette, self-discipline
- Self-management and stress resilience
- Ability to work effectively in a small team
- Accounting and/or human resources knowledge is an advantage
- Knowledge of Australian Government regulations and the Swiss Federal Administration is an advantage
- Swiss citizenship and/or professional experience in Switzerland is an advantage
- Valid working rights in Australia
- Availability: 1 June 2023 or by agreement

Please address your application including motivation letter, CV, work certificates (where available) and referees to Ms Daina Larsens, Embassy of Switzerland, by 21 April 2023.

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