



Personal Assistant

The Consulate General of Switzerland in Sydney, is offering a full-time position as **Personal Assistant to the Consul General**. This position is an exciting opportunity to work for a Swiss representation in a dynamic diplomatic and supportive team environment.

Your employer

The Consulate General represents all aspects of Swiss interests encompass trade, economic, financial affairs, science, innovation, education and culture. These activities are performed in cooperation with the Embassy of Switzerland in Canberra. In addition, the Consulate General provides the full range of consular services to Swiss citizens living or travelling in Australia, Kiribati, Nauru, Papua New Guinea, the Solomon Islands and Vanuatu.

Your responsibilities

Being part of a motivated team of professionals, you will work in a diplomatic setting and contribute to the strengthening of Swiss - Australian relations and promote Swiss interests in general. Among others, your tasks will be:

- Management of agenda and secretariat of the Consul General, including correspondence, organisation of business trips, appointments and invitations
- Event management: preparation, coordination, logistics and execution of lunches, dinners, conferences and events
- General administrative duties such as handling inquiries, managing mail and filing
- Support of the Consular team and Reception duties

Your profile

- Working experience in relevant areas such as government or private sector
- Excellent oral and written communication skills in English; a strong preference will be given to candidates with good knowledge of German and/or 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
- Knowledge of the Australian Government's Organisation 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: October 2025 or to be agreed upon

Your application

Please address your application including motivation letter, CV, transcripts, work certificates and letters of reference **by email in one PDF document** with the following **subject "Application PA Rec YOUR NAME"** to sydney.job@eda.admin.ch

Application deadline: 31st August 2025

Note on procedure: Only complete applications will be considered. Shortlisted candidates will be contacted for an interview by 8th of September 2025. Only candidates selected for further consideration will be contacted.