



The Embassy of Switzerland in China is looking for an:

Human Resources and Administrative officer

100% / Beijing, China

The Embassy of Switzerland in Beijing represents the Swiss Government in China and works to promote and protect Swiss interests. It covers a wide range of areas including politics, economics, finance, science, culture, and consular affairs, fostering strong and multifaceted bilateral relations between Switzerland and China.

This position offers a unique insight into Embassy work and how Switzerland's interests are promoted abroad across different fields.

Your tasks

- Handling the whole HR process (recruitment to departure) of local employees and academic interns
- Support and assistance with HR-related questions and projects, such as personnel handbook, salary, health care etc.
- Management of the time recording system
- Support and replacement of the PA of the Ambassador
- Holiday replacement for the diplomatic courier

Your profile

- Swiss citizen
- Professional experience in the administrative field
- High social competence and intercultural sensitivity
- Excellent English skills and fluency in German, French or Italian, with passive knowledge of at least one other official language
- Reliable and discrete
- Knowledge of Chinese is an asset

Additional information

Local contract with excellent working conditions and market conform remuneration are offered.

For further information please contact Ms. Verena Mathis, Head of Operations under verena.mathis@eda.admin.ch or Mr. David Affolter, HR-Officer under david.affolter@eda.admin.ch

Application deadline: 20.12.2025

Starting date of employment: 01.03.2026 or upon agreement

Duration of contract: 2 years, renewable

Interviews will be conducted no later than 3 weeks after the application deadline. An excerpt of the Swiss criminal record as well as a medical check-up will be requested from the selected candidate.

About the employer

The Federal Administration respects the different needs and life experiences of its employees and promotes their diversity. Equal treatment is a top priority.

Please submit your application to bei.jobapplications@eda.admin.ch, with an up-to-date CV, a motivation letter in English or in a Swiss national language and other relevant documents (certificates, etc).