



Visa Officer (100%)

The Consulate General of Switzerland in Shanghai is looking for a locally employed Visa Officer of Swiss nationality starting his or her employment on 01.12.2025 or upon agreement. Successful candidates need to participate in a mandatory training session (virtual) and pass the final examination in January or February 2026.

Your responsibilities:

- Examining (including decision-making) visa applications under Schengen and Swiss national law
- Interviewing applicants in Swiss national languages and English
- Reply enquiries with regards to visa and migration regulations at the counter, over the phone or by email

Requirements:

- Swiss nationality
- Fluent in at least one Swiss national language as well as English. Chinese is an asset
- Ability to perform efficiently under time pressure
- Flexible and reliable team player with integrity

We offer:

- Dynamic and supportive work environment and team
- An interesting work experience in China's commercial centre and most cosmopolitan city
- Excellent working conditions and market conform remuneration
- Paid vacation (20 days & public holidays)

Please submit your application with documents (letter of motivation and CV) to shanghai@eda.admin.ch until **15.11.2025**