



The Consulate General in Mumbai is part of the network of representations abroad of the Swiss Federal Department of Foreign Affairs and responsible for representing economic, consular and cultural affairs in Central and Western India.

The Consulate General of Switzerland in Mumbai is looking for a 80-100%

Executive Assistant of the Consul General / Protocol Officer

Main duties:

- Secretariat of the Consul General: agenda, invitations, organization of business trips and visits, preparation of meetings, reception of visitors
- Telephone service: answering and connecting incoming calls, outgoing phone calls and connections on request
- Organization of events/invitations, preparing of invitations cards and guest-lists.
- General correspondence of the Consul General in English (preferably also in French and/or German) including verbal notes, invitations, letters.
- Administration for Swiss expatriate staff: documents and forms in regards to arrival/departure (local authorities), visa, import/export of personal & household goods, registration/transfer of cars and drivers licenses, car insurance matters, formalities for official import/export shipments
- Establish and maintain address-lists, managing and updating of data-base and address-files.
- Protocol Officer: Liaise with government officials, diplomatic missions, local authorities and international organizations

Requirements: University Bachelor level, fluent written and spoken Hindi and English, Marathi preferred (oral), knowledge of German and/or French is a plus. Strong writing and computer skills (MS Office applications, internet), excellent social and communication skills, a minimum of 5 years of relevant work experience preferably in an international environment. Experience in planning and promoting events, including project management.

Personal skills: mature, flexible, self-motivated, dynamic and active professional with administrative as well as analytical skills; able and willing to work independently and as part of a team in a changing environment, capable of meeting strict deadlines and delivering excellent work even under time pressure, ready to work overtime if required.

Begin of employment: January 15th, 2026 (or upon agreement)

The Consulate General of Switzerland offers an open-ended employment with competitive salary and benefit package. Third language learning will be supported. Interested and qualified candidates should submit application letter in English, together with a detailed CV to:

Consulate General of Switzerland: mumbai.job@eda.admin.ch

Kindly mention into the subject line **"Job application Executive Assistant CG"** to ensure timely processing of your application.

Closing date for applications: November 16th, 2025

For further information about the official presence of Switzerland in India please visit: [Consulate General of Switzerland Mumbai](#). **Please note that we cannot answer to inquiries by telephone.**

Only short-listed candidates will be contacted for interviews.

102 Maker Chambers IV, 10th floor
222 Jamnalal Bajaj Marg
Nariman Point
Mumbai - 400 021

Phone: 0091 22 3536 4000
mumbai@eda.admin.ch, www.eda.admin.ch/mumbai