



Schweizerische Eidgenossenschaft
Confédération suisse
Confederazione Svizzera
Confederaziun svizra

Embassy of Switzerland in the United Kingdom

The Embassy of Switzerland in London has a vacancy for the position of

Personal Assistant (PA) to the Ambassador of Switzerland

The position will be full time and the start date is 28 May 2024 or by agreement.

As the official representation of Switzerland, the Embassy covers all matters concerning diplomatic relations between Switzerland and the United Kingdom. It represents Swiss interests in the areas of political, economic and financial affairs, legal arrangements, science, education and culture.

Main duties and responsibilities:

- Managing the Ambassador's Office and interface with the Embassy and the public
- Organising appointments and meetings
- Monitoring invitations received for the Ambassador
- Organising, coordinating and supporting High-Level Visits
- Organising business trips for the Ambassador
- Welcoming visitors to the Ambassador
- Providing secretarial support with various administrative tasks
- Routine correspondence in English, German and French
- Settlement of representation accounts and business trips

Requirements:

- Previous experience in a PA position
- Familiarity with modern office systems and advanced computer skills (MS Office)
- German or French mother tongue with fluency in the other language and in English
- Flair for organisational tasks
- Swiss nationality
- Applicants with UK work permit preferred

Personal qualities:

- High degree of personal integrity and trustworthiness
- Ability to work both independently and as part of a team
- Willingness to work under pressure
- Flexibility
- Social skills

We offer:

- Inviting and interesting work atmosphere in a foreign diplomatic mission
- Competitive salary relative to experience
- British and some Swiss public holidays

TO APPLY:

Please send your CV, a letter of interest and salary expectations not later than 14 April 2024 in electronic format (Word document, PDF file) to: london.jobs@eda.admin.ch. Please indicate in the subject line "PA to the Swiss Ambassador" to ensure timely processing of your application.

No phone calls please; only those selected for interview will be contacted.