



## Join Our Team!

The Embassy of Switzerland in Hanoi is seeking a full-time **Administration and Logistics Assistant** (male or female) to start around **mid-June 2026**. This is an excellent opportunity to become part of a dynamic, multicultural team at the Swiss Embassy.

### What You will do

#### *Administration*

- Manage staff administrative processes with MOFA and other Vietnamese authorities (diplomatic notes, vehicle registration/deregistration, visa, badges, driver's licenses, etc).
- Act as the main point of contact and coordinate regularly with the office Building Management.
- Maintain and update the Administration Handbook, designated contact lists/internal databases.
- Support the Head of Administration with administrative tasks and consular matters.

#### *Logistics Coordination*

- Coordinate maintenance for the office and residence (quotes, scheduling repairs, follow-up).
- Organize arrival and departure of expatriate staff and arrange temporary accommodations when needed, handle import/export formalities for the Embassy and expatriate personnel.
- Oversee routine office tasks, cleaning, staff health check-ups, newspaper subscriptions, etc.
- Supervise external cleaning staff and manage the coffee/tea cashbox.
- Act as the Embassy's sustainability focal point.

#### *Security*

- Assist the Head of Administration with security-related matters.
- Coordinate annual first aid and firefighting exercises.
- Serve as the point of contact for the local security company and security team.

#### *Other duties*

- Manage updates to the Embassy's official website.
- Assist with cultural events, official visits.
- Substitute as Receptionist/Translator when required.

### What We're Looking For

- University degree (Bachelor or higher).
- Excellent written and spoken English and **German or French**.
- Proficient in Microsoft Office and AI tools.
- Proven experience as an administrative assistant, knowledge of diplomatic protocol is a plus.
- Highly reliable, well-organized, versatile and able to handle multiple tasks under pressure.
- Strong cross-cultural communication skills and ability to work in multicultural teams.
- Proactive, solution-oriented and readiness to take responsibility and working independently.
- High level of discretion and respect for confidentiality.

### Why Join Us

- Work in a dynamic, international and multicultural environment.
- Be part of a collaborative team that values reliability, versatility and initiative.
- Competitive salary and comprehensive benefits package.
- Equal opportunity employer, recruitment based on merit through open competition.

### Interested?

Please send your CV, cover letter (in English and explaining your motivation), relevant certificates and reference letters to [hanoi.recruitment@eda.admin.ch](mailto:hanoi.recruitment@eda.admin.ch) with the subject line: Administration and Logistics Assistant.

**Application deadline: 31.03.2026**

Only short-listed candidates will be contacted for an interview. The Embassy of Switzerland regrets that it will not be able to answer phone calls regarding this vacancy or the applications submitted.