



Job Offer

The Swiss Business Hub (SBH) Korea, integrated in the Embassy of Switzerland in Korea, is a network partner of Switzerland Global Enterprise (Swiss trade & investment promotion agency) and is responsible for Swiss export and investment promotion activities in Korea. The SBH is now looking to fill in a vacant position with a fixed term (maternity leave replacement):

Senior Investment Officer

Reporting to the Head Swiss Business Hub Korea, based in Seoul

You are a high-achieving graduate with a bachelor or master degree, with a flair for business activities and good communication skills. You need at least 5-8 years of work experience in an industrial or science/engineering sector. You are used to carrying out tasks carefully and independently and at the same time you are a dynamic person. In addition to your Korean mother tongue, you are a confident English speaker and writer. A good knowledge of a Swiss official language will be an asset (written and oral). Being open-minded, a good communicator and willingness to work in a team are additional requirements for this post.

Your tasks will include:

- Promoting and selling Switzerland Innovation (Switzerland Innovation Parks and services, www.switzerland-innovation.com) amongst the most potential target companies
- Strategic and conceptual planning and evaluation of Swiss Investment Promotion IP activities. Analysis of the market for its potential in Investment Promotion
- Identification and pro-active outreach to potential companies for localization in Switzerland. Individual consulting of such companies
- Operative management of promotion activities including event management, personal participation at marketing activities
- Represent the Swiss Business Hub at events (networking, etc.)
- Daily use of CRM and other IT tools (Intranet, LinkedIn, etc.)
- General administrative work, office backup

Your skills will include:

- University degree, ideally in science/engineering, economics or business administration
- Several years of professional experience in relevant business sectors
- Knowledge of Korean industries and technologies, especially related to AI and blockchain
- Familiar within science and technology research programs either within academia or corporates
- Strong business development consulting / sales skills
- Ideally, personal experience related to Switzerland
- Good IT skills for managing social media tools

Fixed employment period: October 2021 - November 2022 (14 months)

Place of employment: Embassy of Switzerland, Seoul

If you are interested in a job with a considerable variety at the interface of public and private affairs, please send your CV together with your motivation letter until July 26, 2021 to Mr. Roger Zbinden, Head Swiss Business Hub Korea, e-mail: seoul.sbhkorea@eda.admin.ch.

Only candidates selected for further consideration will be contacted.