



JOB OPENING

The Consulate General of Switzerland in New York is looking for a

Trade Commissioner Innovation (100%)

The Swiss Business Hub (SBH) USA, integrated in the Embassy of Switzerland in the United States, is the US representation of Switzerland Global Enterprise (Swiss trade & investment promotion agency) and is responsible for Swiss export and investment promotion activities in the USA. The SBH USA is now looking to fill the following position for its Switzerland Innovation mandate, with the objective of realizing successful R&D collaborations between the Innovation Parks and private companies and other research partners.

You are a high-achieving graduate with a university degree, with a flair for business activities and very good communication skills. You need at least 3-5 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 English, a good knowledge of a Swiss official language will be an asset (written and oral).

Your tasks will include:

- Promoting and selling Switzerland Innovation amongst the most potential target companies
- Strategic and conceptual planning and evaluation of Switzerland Innovation Promotion activities
- 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 Switzerland Innovation 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 science or economics
- Several years of professional experience in relevant business sectors
- Familiar within science and technology research programs either within academia or corporates
- Strong business development consulting / sales skills
- Good understanding of Switzerland
- Good IT skills for managing social media tools

Start of employment: Upon agreement

Place of employment: Boston, New York or San Francisco. Reporting to the Head Swiss Business Hub USA, based in New York.

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 May 25, 2022 to Head Swiss Business Hub USA, e-mail: job-cgny@eda.admin.ch.

Only candidates selected for further consideration will be contacted.