



The Embassy of Switzerland in Malaysia is the official representation of the Swiss government and covers all matters concerning diplomatic relations between the two countries. It represents Swiss interests in the areas of political, economic and financial affairs, legal arrangements, science, education and culture. The Embassy is located in a fine compound in the Taman U Thant neighborhood in Kuala Lumpur.

We are looking for an

## Operations Manager

### Your responsibilities:

- Manage the integrated Embassy compound and its assets, including building and garden maintenance and repair
- Supervise contractors and ensure the quality of their work according to the Embassy's standards
- Procure goods and services and manage the inventory and contracts according to the internal rules and procedures
- Manage security services and installations, support the Embassy's security management
- Perform bookkeeping tasks, handle payments, cash and tax reimbursements
- Administer human resource processes including salaries, health insurance, absences, entry and exit of personnel
- Other administrative tasks such as handling the reception and phone calls, mail and shipments
- Manage the Embassy's technical assistant and driver
- Substitute for the administration and consular liaison officer and the IT system administrator

### Your qualifications:

- Pro-active, communicative personality who works independently, takes initiative and responsibility
- A Diploma or higher qualification in business administration, office management or a related field
- Minimum 5 years of relevant experience in an international company, international organization or foreign representation
- Excellent written and verbal communication skills in English and Malay
- Ability to manage and coordinate projects and people
- Problem-analysis and problem-solving skills
- Excellent organizational skills, quality awareness and attention to detail
- Team-player with good communication skills who adapts well in a multicultural environment
- Focused on results, service-oriented and customer-focused
- Willingness to learn interest for administrative and technical matters

### Our offer:

- Multifaceted job with diverse responsibilities
- Opportunity to work for one of the most well-recognized countries
- Open and international work environment
- Daily interaction with suppliers, clients and other stakeholders
- Opportunity for personal development and training
- Competitive salary and benefits (local contract)

Start of employment: 1 May 2024 (or by arrangement)

Interested and qualified candidates should submit a motivation letter in English together with a detailed CV and copies of degree(s) and working references to: [kualalumpur@eda.admin.ch](mailto:kualalumpur@eda.admin.ch)

Only short-listed candidates will be contacted for interviews. Applications will not be returned. Please note that we cannot respond to telephone enquiries.