

Istanbul, September 2025

The Consulate General of Switzerland in Istanbul is looking to strengthen its team **as of 1 December 2025** with a

Housekeeper (100 % full-time position)

at the Residence of the Consul General of Switzerland in Levent.

Duties and Responsibilities

- General housekeeping duties; ensuring that the residence is kept clean and in good working order
- Cleaning of all interior and exterior areas of the residence, including bathrooms and kitchen
- Care of the laundry: washing, ironing and folding
- Coordination, assistance and service during official events; welcoming guests, preparing tables, serving and post-event clean-up
- Preparing coffee and tea for guests; occasional preparation of meals for the residents
- Supervision of maintenance and repair works
- Replacement of the cleaning personnel during holidays/absences at the Consulate General

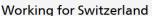
Skills and Requirements

- 3-5 years of experience in a similar position
- You speak Turkish fluently and can communicate in simple sentences in one of the following languages: English, German or French.
- Impeccable personal appearance and a strong sense for hygiene and orderliness
- Independence, reliability and organisational skills
- High level of confidentiality, trustworthiness and professional interaction with guests
- Applicants must reside in Istanbul

We offer

- An inviting working atmosphere and interesting work environment at a foreign representation
- · Competitive salary and benefits
- 40-hour working week, Monday to Friday (with occasional evening or weekend work)







Living diversity



Personal development

Please send your application in English, German or French, including a letter of motivation and/or your CV with photo to istanbul.stellenbewerbungen@eda.admin.ch by 30 September 2025.

The Consulate General will only contact applicants who have been selected for an interview.