






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
<ul style="list-style-type: none">• 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
<ul style="list-style-type: none">• 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
<ul style="list-style-type: none">• 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)
<div><p>Working for Switzerland</p></div> <div><p>Living diversity</p></div> <div><p>Personal development</p></div>

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.