



Personal Assistant

The Embassy of Switzerland in London has a vacancy for the position of **Personal Assistant** as of 1 May 2024. The position will be full time (100%). The application deadline is 6 March 2024.

Main duties and responsibilities:

Supporting the Deputy Ambassador:

- Managing the Deputy Head of Mission's Office and interface with the Embassy and external partners
- Organising official appointments, meetings and events hosted by the Deputy Head of Mission
- Completing statement of expenses
- Organising business trips for the Deputy Head of Mission
- Drafting official correspondence
- Drafting diplomatic notes
- Protocol duties
- Supporting the organisation of high-level visits
- Managing databases

Supporting the Ambassador:

- Organising events hosted at the Embassy/Residence
- Preparing guest lists and invitations for events hosted by the Ambassador
- Coordinating with external partners regarding events hosted by the Ambassador

Requirements:

- Commercial training (E profile or M profile diploma in Switzerland) or comparable education
- Previous experience in an Personal Assistant position
- Familiarity with modern office systems and advanced computer skills (MS Office)
- Very good written and spoken English skills
- Excellent command of at least one official Swiss language
- Good organisational skills
- Applicants with a UK work permit preferred

What we expect:

- High degree of personal integrity and trustworthiness
- Ability to work both independently and as part of a team
- Willingness to work under pressure
- Flexibility
- Social skills

We offer:

- Interesting and challenging work in a foreign diplomatic mission
- Competitive salary relative to experience
- British and some Swiss public holidays

All applicants must submit the following documents in electronic format:

- Letter of application
- Curriculum vitae
- Salary expectations
- Contact details of two persons who could be contacted for a reference

Applications should be sent to: london.jobs@eda.admin.ch.

Please indicate in the subject line "Personal Assistant" to ensure timely processing of your application.
No phone calls please; only those selected for an interview will be contacted.