



Schweizerische Eidgenossenschaft
Confédération suisse
Confederazione Svizzera
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瑞士驻广州总领事馆

Consulate General of Switzerland in Guangzhou

Job offer

The Consulate General of Switzerland in Guangzhou is recruiting a

Local Swiss Consular and Administrative Officer

You will join a young and dynamic team which is responsible for the completion of a wide range of interesting consular and administrative duties.

Start of employment: March 1st, 2023 or by arrangement

Place of employment: Consulate General of Switzerland in Guangzhou

Your tasks will include among others:

- Financial management, budgets;
- Processing passport applications, registration, civil status documents, legalizations, etc.;
- Processing visa applications;
- IT System Administrator;
- Service at the counter / contact with clients;
- Internal and external correspondence in German/French and in English;
- Maintenance of properties and furniture, inventory;
- Administration tasks, electronic mailbox, archives, etc.

Requirements / Profile

- Swiss citizenship;
- Work experience with administration tasks and accounting;
- Excellent command in spoken and written German/or French and English; Knowledge of Mandarin is an advantage;
- Excellent IT-skills;
- Good communication skills and customer-friendly approach;
- Efficient, methodical and independent working skills with good team spirit;
- Ability to manage work under pressure;
- Readiness to attend further training workshops;
- Discretion and reliability are required;

You will be offered excellent working conditions, a trustworthy contract based on local labor law and a market conform remuneration as well as internal benefits.

Are you interested in a diversified job in an international context and are you convinced that your aptitudes match the profile and our requirements? If so, please send a motivation letter together with your CV and photograph, as well as references/certificates **at your earliest convenience but at the latest by December 31, 2022** to: guangzhou@eda.admin.ch

Note on procedures:

- Only complete applications will be considered
- Only candidates selected for further consideration will be contacted
- No phone calls inquiries please

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