



**The Embassy of Switzerland in the Kyrgyz Republic is seeking a qualified individual
for the fixed-term position for 2 years of:**

Receptionist

The Receptionist is responsible for conducting administrative and clerical tasks, receiving and directing incoming calls, make outgoing calls, receiving and routing mails to/from the office, and serving as first point of contact for visitors.

Main responsibilities:

- Receive and channel messages and correspondence to/from the Embassy, answer to e-mails, welcome visitors, prepare premises for meetings;
- Fix appointments upon request of staff and for missions
- Prepare notes/letters per request, translations from/to English/ Russian/ Kyrgyz (limited to the correspondence of one page and its content)
- Schedule the maintenance of the Embassy vehicles in the outlook calendar and control it
- Backstopping of the Executive Assistant, assist the Administrator per request
- Backstopping of the Communication officer on technical issues
- Work as a visa support officer during summer high season (20% of job description)
- Additional tasks can be requested by the Management

Main requirements:

- Higher education level;
- Minimum 3 years relevant experience, preferably with an international organization;
- Fluency in English and one of the State/official languages, ability to interact in the other;
- Proficiency in MS Office; good command of social media.
- Excellent interpersonal, organizational and communication skills; ability to interact with a wide variety of interlocutors
- Ability to prioritize and handle multiple tasks;
- Ability to work in and contribute to an intercultural team.

The Embassy of Switzerland is a value based equal opportunities employer, appointing on merits by open competition. Please send your application by email before **June 10, 2022 by 17:00** to bishkek.applications@eda.admin.ch with the indication "**Application - Receptionist**" as subject title. Application lacking the job indication in the subject title will not be considered.

Applications in English shall include a motivation letter of maximum 600 words stating reasons for applying to the position, a detailed CV, salary expectation and references.

We highly encourage men and persons from ethnic minorities to apply.

Applications will not be returned. The Embassy of Switzerland will not respond to any communication with regard to the selection process. Only shortlisted candidates will be contacted.