



Vacancy - Local Consular Staff (100 %)

The Embassy of Switzerland in Serbia is searching for motivated and qualified candidates for the position of **Assistant to the Chancery in Visa affairs**.

Main tasks:

- Visa data processing
- Contact with federal and cantonal authorities in Switzerland by phone and e-mail
- Contact with visa customers by e-mail and at the visa counter
- Administrative tasks
- Replacement of Assistant to the Chancery in Civil affairs

Required skills and personal attributes:

- Discretion and reliability
- Integrity, no police record and excellent references
- Methodical and thorough work approach
- Very good computer skills (Windows, user level)
- Experience in administrative tasks
- Serbian language
- Proficiency in one of the official Swiss languages (German, French, Italian) and English

Date of entry:

- ASAP

Working hours:

- 40 working hours per week

Working place:

- Swiss Embassy, Bulevar oslobođenja 4, 11001 Belgrade.

Your next step:

If you would enjoy working for the Swiss Embassy and being in contact with customers on the front desk and if you fulfill the requirements for the position, please send your complete application (CV, letter of motivation) with subject "local job application 101" to the following address:

- By e-mail: Belgrade.jobapplications@eda.admin.ch
- By post: Swiss Embassy, Bulevar oslobođenja 4, 11001 Belgrade

Deadline: December 5, 2021

No further information nor updates will be given by phone or e-mail. Applicants will receive a written feedback by e-mail.