



## **The Embassy of Switzerland in collaboration with Switzerland Global Enterprise (S-GE) is looking for an Export/Trade Officer in the Swiss Business Hub Spain**

### **Mission**

Swiss Business Hubs support Swiss and Liechtenstein enterprises on their path to international markets. In close cooperation with Switzerland Global Enterprise (S-GE), they provide information on the market situation, identify business opportunities for Swiss SME's, help in the search for business partners, liaise with authorities and specialist consultants, and arrange Swiss stands at international leading trade fairs.

### **Duties:**

As Trade Officer in the team of Swiss Business Hub Spain, your goal is to support Swiss SMEs in their international business in Spain & Andorra and help innovative foreign companies to establish in Switzerland.

Your duties include in particular:

- Providing competent support to Swiss companies interested in our markets of competence (Spain & Andorra).
- Responsibility for consulting projects in the field of market analysis, business partner search, sales support and business trips that are conducted in house or in cooperation with third party providers.
- Participation in the role of a country expert in consultations and events of S-GE in Switzerland, advising Swiss exporters on suitable market entry strategies, presenting business opportunities and discussing issues related to internationalization.
- Planning, budgeting and execution of activities in accordance with the defined strategy: Swiss Pavilions at leading trade shows, webinars and various events.
- Active acquisition of new clients in Switzerland.
- Regarding promotion of Switzerland as a business location: organization of events on the subject «Invest in Switzerland» and providing advice to local companies on relocating to Switzerland.
- Building and maintaining strategic relations with a variety of organizations: Embassies, Chambers of Commerce, associations, experts, etc.
- Responsibility for promotional activities of Swiss Business Hub Spain, including social media management, creating marketing materials, producing and publishing content on the corporate website.
- Drafting of articles, market analyses and presentations.
- Administrative support: preparing offers, taking care of accounting and project documentation, creating CRM records.



### Qualifications:

For these challenging and wide-ranging tasks, you need:

- Fluency in Spanish & English is necessary (minimum C1 level is required). In addition, a good command of German and/or French is more than desirable.
- University degree, preferably in business administration, economics, international relations, project management or marketing. Specific training in international business would be an asset.
- At least 3 years of experience in an international organization, ideally in consulting, economic promotion, project management, business development, marketing or sales.
- Knowledge of both the Spanish & Swiss market specifications with respect to export and investment promotion.
- Strong client focus.
- Experience in building and maintaining relations with national and international stakeholders.
- Excellent communication (both written and verbal), negotiation and organizational skills.
- Ability to learn quickly and be a reliable team player with problem solving mindset.
- Availability to travel around Spain and to Switzerland will be required.

### We offer:

- Exciting and diversified job in an international environment at the interface between public sector and business.
- Flexible working hours.
- Budget for training and language courses.

Employment location: Madrid

Employment level: Initially at 75% with the prospect of increasing to 100%

Entry in function: End of selection process (winter 2021/22)

Please, **send your CV and motivation letter by e-mail until 30.09.2021 at 23:59 at** [madrid.candidaturasbh@eda.admin.ch](mailto:madrid.candidaturasbh@eda.admin.ch)

Only short-listed candidates will be contacted. Please refrain from contacting us at the email address provided.

Applications not including a letter of motivation with the CV, will not be considered.