



Posted: January 2024

JOB OPENING

The Embassy of Switzerland in New Zealand
is looking for a

Consular & Administrative Assistant (80-100%)

The Embassy of Switzerland in New Zealand is seeking a **Consular & Administrative Assistant upon agreement.**

Core duties of the Embassy include promoting political, economic and cultural ties between Switzerland and New Zealand, the Cook Islands, Fiji, Niue, Samoa, Tonga and Tuvalu and supporting Swiss nationals in its consular district.

The Consular & Administrative Office Assistant is responsible for providing consular assistance in accordance with current guidelines to Swiss Nationals in New Zealand, front-line service delivery, high level of customer service in German, Swiss German, English, French and Italian including handling inquiries from members of the public. Handling notarial services and passport requests. Maintaining case files on corporate database. Liaising with Swiss authorities and responsible for visa applications, day-to-day administrative duties and general correspondence. This position calls for a dynamic individual with a "can do" attitude.

The successful candidate has several years of working experience in Switzerland as well as for an Embassy or a private company. She/he has excellent communication skills in English and at least two Swiss national languages (German & French), keeps the overview in multi-tasking and has a proactive attitude, a high spirit of initiative as well as strong sense of responsibility.

Duties and Responsibilities:

- processing of incoming and outgoing mail and inquiries
- clerical tasks and duties
- reception duties, answering of the phone and door
- assisting consular and administrative personnel in their duties

Requirements:

- driver's license (if possible category "P" endorsement)
- Several years of work experience in Switzerland as well as for an Embassy or a private company, ideally with several years of experience
- experience in administrative tasks
- Capable to take on multiple responsibilities, remaining attentive to details
- Very good organizational skills and ability to work independently
- Fluency in written /spoken and editorial skills in English, German and French

We offer:

- Experience in a diplomatic network covering Switzerland, New Zealand, Pacific Islands, other Embassies in Wellington and the Swiss community throughout New Zealand
- Interesting position in a small team, no routine work
- 4 weeks paid vacation
- Some additional Swiss holidays
- Place of work at Wellington waterfront in the CBD
- Annual salary pay range NZD 60'000 – NZD 83'999

To Apply:

Please send your résumé and a letter of motivation in English in electronic format (word or pdf) to wellington@eda.admin.ch until 29th February 2024.

Kindly write in the subject line “Consular & Administrative Assistant” to ensure timely processing of your application. The Embassy will acknowledge receipt of your application.

In case of any specific questions regarding this job opening you can contact Ms Sandra Gantenbein, Deputy Head of Mission by email (wellington@eda.admin.ch) or telephone: +64 4 47 21 593.