



Office manager at the Swiss Embassy in Ankara (local employment according to Turkish law)

The Swiss Embassy in Ankara has a vacancy for the office manager in the office of the Defense Attaché (DA):

Tasks

- Management of office operations, control of all administrative workflows
- Planning and reporting of finances and scheduling/coordinating of appointments
- Compilation of reports in the field of security policy, research work thereto
- Carrying out administrative tasks for business trips and events
- General support work for the embassy

Job Requirements

- Bachelor's degree in public administration or translation and interpreting or equivalent training, for example as an executive assistant
- At least five years of relevant professional
- Interested in security policy contexts
- Strong service behavior, excellent communication skills, flexibility, precision, being highly organized, ability to work independently and to integrate in an existing team;
- Solid and motivated personality, integrity, tactfulness, discretion
- Computer skills: very good user knowledge (Outlook, Word, Excel, PowerPoint), social media experience
- Very good knowledge of spoken and written Turkish (at least level C1)
- Very good spoken and written knowledge of German, English or French (at least level C1)

Start Date: 15 September 2024

Applications

Complete applications (including letter of motivation, CV with two references and language certificates; all in German, French or English) are to be sent in electronic form by **May 24, 2024** to the following email address: ankara.defence@eda.admin.ch

Only selected applicants with a suitable profile will be invited to an interview and tests.