



Executive Assistant for the Deputy Chief of Mission and the Political and Legal Affairs Sections

The Embassy of Switzerland in Washington, DC is seeking a qualified candidate for a 100% permanent position as Executive Assistant to the Deputy Chief of Mission and the Political and Legal Affairs Sections beginning immediately.

The objective of the position is to support the Deputy Chief of Mission (DCM) and the Political and Legal Affairs Sections. The Executive Assistant will assist in a team of 8 by managing all administrative duties, including but not limited to verbal and written communications for internal and external purposes, event management, preparing and following up on meetings and occasional work with other sections of the Embassy. The Executive Assistant will also be involved in supporting Swiss delegations visiting the U.S.

Duties and Responsibilities:

- Assistance in all aspects of administration, such as preparation and updating of internal files and documents, drafting of general correspondence, maintain the agenda of the DCM, support staff arrivals, transfers and departures
- Translate and write reports, minutes, messages and requests
- Provide support in planning and organizing internal and external events, business trips, as well as for visiting delegations
- Provide information flow with the Swiss Federal Department of Foreign Affairs
- Establish telephone contact with internal and external offices
- Cares for finances with the Embassy, performs accounting duties and updates internal lists
- Respond orally and in written form as assigned

Requirements: (Please do not apply if you do not meet ALL of the following criteria)

- College and/or university degree or higher in a field of study relevant to the mission
- At least three years of experience in a similar position
- Fluency in a Swiss official language (German, French or Italian)
- Excellent communication skills (written and spoken) in English
- Full computer literacy with Microsoft Office and Windows, if possible, as well as database experience
- Interpersonal skills to solve problems, with a teamwork mentality geared to achieving objectives and solving problems independently
- Highly motivated, proactive and eager and capable of learning
- Discreet and highly trustworthy
- Excellent organizational skills with attention to detail
- Strong track record in management of events and delegation visits
- Ability to work independently and multi-task in a fast-moving environment

Desired Skills:

- Familiarity with Switzerland will be considered as an important asset
- Passive or active knowledge of a second Swiss language

We Offer:

- Inviting work atmosphere
- Interesting work in a foreign representation
- Competitive salary and benefits package
- 401 k plan
- 4 weeks vacation
- Some American and Swiss holidays
- Location in NW Washington DC, close to Red Line Metro
- Parking on Embassy grounds

To Apply:

Please send your resume, a letter of interest relevant to the job as described above and salary expectations in electronic format (PDF file) to: washington.jobs@eda.admin.ch **by January 8, 2025**. Please write into the subject line, "Executive Assistant" to ensure timely processing of your application.

No phone calls please; only those who are chosen for an interview will be contacted.