



## Executive Assistant in the Economic and Financial Affairs Section

The Embassy of Switzerland in Washington, DC is seeking a qualified candidate for a 100% permanent position as **Executive Assistant** in the Economic and Financial Affairs Section beginning in May / June, 2020.

The objective of the position is to support the Head of Section and to assist in a team of 7 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:

- Assist in all aspects of administration, such as preparation and updating of internal files and documents, drafting of general correspondence
- Provide support in planning and organizing business trips and events, as well as for visiting delegations
- Provide information flow with several Swiss Federal Departments
- Establish telephone contact with internal and external offices
- Manage and update the contact database of the section
- Perform accounting duties
- Respond orally and in written form as assigned to Embassy personnel and stakeholders in Switzerland

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

- College and/or university degree in a relevant field
- At least three years of experience in an office environment
- Fluency in one of the official languages of Switzerland (German, French or Italian), with at least passive knowledge of another
- Excellent communication skills (written and spoken) in English
- Full computer literacy with Microsoft Office and Windows 10, if possible, as well as database experience (strong knowledge in Excel)
- Interpersonal skills to solve problems, with a teamwork mentality geared to achieving objectives and solving problems independently
- Highly motivated and proactive
- Eager and able to learn in handling new Software / Applications
- Discreet and highly trustworthy
- Excellent organizational skills with attention to detail
- Ability to work independently and multi-task in a fast-moving environment
- Familiarity with Switzerland will be considered as an important asset

### We Offer:

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

**To Apply:**

Please send your resume and a letter of interest relevant to the job as described above and salary expectations **no later than May 7, 2020** in electronic format (PDF file) to: [washington.jobs@eda.admin.ch](mailto:washington.jobs@eda.admin.ch) 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.