



Event and Administrative Assistant

The Swiss Business Hub UK & Ireland is responsible for facilitating business relations between British/Irish and Swiss companies. As an integral part of the Embassy of Switzerland, it supports Swiss companies with their internationalisation strategies in the UK and Ireland and advises UK and Irish companies wishing to establish a subsidiary or a R&D partnership in Switzerland.

We are seeking an Event and Administrative Assistant providing logistical support to Export and Investment Promotion activities. This person will be responsible for assisting the team with the extensive event programme throughout the year and act as the first port of call for all administrative tasks. He / she will be based at the Embassy of Switzerland in London. This is a fixed term 1 year contract (maternity cover), starting January 2019.

Main Duties and Responsibilities:

- Organisation of events: logistics (supervision of logistics suppliers, follow-up of invitations, management of guests lists), support with audience acquisition, design of marketing material
- Support the Hub Director and the Business Hub in all administrative tasks
- Providing general information on economic and trade & industry matters to Swiss and Liechtenstein companies

Skills required:

- Excellent track record of event management and delivery
- Excellent command of the English language (spoken and written). Knowledge of or fluency in French and/or German would be desirable
- Experience of managing a busy workload to meet deadlines
- Excellent administrative and planning skills
- Competency in MS Office packages are essential

Personal qualities:

- High degree of personal integrity, trustworthiness and discretion
- Learning agility and supportive approach
- Commitment and a flexible approach to a varied workload and duties

We offer:

- Inviting and interesting workplace in a busy trade & investment promotion office within a foreign mission
- Private pension scheme
- 22 working days paid vacation
- UK and some Swiss holidays

We are looking for a flexible, committed and well organised person. Knowledge of Switzerland as well as experience of working with and supporting a small but very busy team would be an advantage.

For more information, please contact Marieke Hood +44 20 7616 6050

TO APPLY:

Please send your CV and application letter in electronic format (Word document/ PDF file) to lon.jobs@eda.admin.ch by **Friday, 19 October 2018**. Please indicate "Event and Administrative Assistant SBH UK & Ireland" in the subject line of your email. **Only candidates selected for an interview will be contacted.**