



## Research Officer / Office Manager

The Embassy of Switzerland in London has a vacancy for the position of **Research Officer / Office Manager to the Swiss Defence Attaché** from **1 August 2023 – 30 April 2024**.

The Defence Attaché Office contributes to safeguarding Switzerland's interests in the United Kingdom, Ireland and the Netherlands. It enhances the bilateral cooperation between the Ministries of Defence and the Armed Forces of the respective countries.

The application deadline is 31 May 2023.

### Main duties and responsibilities:

- Providing administrative support, including correspondence over various channels, processing expenses and budgeting
- Dealing with all matters relating to the Defence Attaché's social engagements, such as diary management and annual activities planning
- Organising official invitations by the Defence Attaché
- Organising business trips for the Defence Attaché, including booking of travel and accommodation
- Assisting with and maintaining contacts with Swiss officers and Swiss federal employees in the UK
- Organising visits by VIPs and members of the Swiss Armed Forces to the UK, including security clearances
- If qualified, support in research and taking part in activities on the Defence Attaché's behalf

### Requirements:

- Previous experience in a position as Personal Assistant / Office Manager to C-Suite
- Advanced computer skills (MS Office)
- German or French mother tongue as well as excellent command of oral and written English
- Flair and passion for organisation and administration
- Academic degree and/or analytical skills preferred

### What we expect:

- high degree of personal integrity and trustworthiness
- ability to work both independently and as part of a team
- willingness to work under pressure
- flexible and quick thinking
- good social skills
- interest in and knowledge of defence and security policy

### All applicants must submit the following documents in electronic format:

- Letter of application (in German, French or Italian)
- Curriculum vitae
- Copy of academic qualifications or transcripts, as well as salary expectations
- Details of two persons who could be contacted for a reference

**Applications should be sent to: [london.va@eda.admin.ch](mailto:london.va@eda.admin.ch). Applicants will be contacted. No phone calls please.**

Please indicate **"Research Officer / Office Manager to the Swiss Defence Attaché"** in the subject line to ensure timely processing of your application.