



Schweizerische Eidgenossenschaft
Confédération suisse
Confederazione Svizzera
Confederaziun svizra

Consulate General of Switzerland
Vancouver

Vancouver, 01.11.2022

JOB OPENING

The Consulate General of Switzerland in Vancouver is looking for a

Visa & Admin Officer (100%)

Starting date: January 2023 (or tbd)

Duties and responsibilities

Receiving and handling visa applications
Handling incoming and outgoing correspondence
Single point of contact for the competent protocol offices
Supporting in other administrative tasks

Requirements

Apprenticeship/training in commerce, business administration or equivalent field of studies
Excellent command of English, German and/or French languages
Swiss / EU citizen preferred
IT savvy (Microsoft Office, internal programs)
Good customer relations skills
Ability to work in a small team
Flexible / All-rounder
Authorization to reside and work in Canada

What we offer:

Versatile tasks in an international environment
Competitive salary and benefits according to Canadian Labour law
Workplace in downtown Vancouver

All applicants must submit the following documents in electronic format (only pdf)

Curriculum vitae
Letter of motivation with salary expectations

Deadline: November 25, 2022 to vancouver@eda.admin.ch Please write in the subject line "Consular employee". Incomplete applications will be disregarded. Only those selected for an interview will be contacted.

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