



Schweizerische Eidgenossenschaft
Confédération suisse
Confederazione Svizzera
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瑞士驻广州总领事馆

Consulate General of Switzerland in Guangzhou

Job Offer

The Consulate General of Switzerland in Guangzhou is recruiting a

Local Swiss Visa Officer

Start of employment: 01.01.2025 (your availability is also requested at the end of October, beginning of November 2024 for a two weeks on-line training class with a compulsory test at the end).

Place of employment: Consulate General of Switzerland in Guangzhou.

Your tasks will include among others:

- Processing visa applications and decision making;
- Interviewing applicants in Swiss national languages and English
- Answering queries concerning visa and migration rules at the counter, over the phone or by e-mail;

Requirements / Profile:

- Swiss national;
- Fluent in one Swiss national language and English. Good knowledge of a second Swiss language. Chinese would certainly be an asset;
- Good communication skills and customer-friendly approach;
- Ability to perform efficiently under pressure;
- Flexible and reliable team player;
- Confidentiality and discretion are required;

You will be offered excellent working conditions, a trustworthy contract based on Swiss and local labor law and a market conform remuneration as well as internal benefits.

Please send your motivation letter with your CV and one photo, reference certificates and copies of school diplomas **August 15, 2024** to guangzhou@eda.admin.ch

Note on procedures:

- Only candidates selected for further consideration will be contacted
- No phone calls inquiries please

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