

Trade Officer, Swiss Business Hub Nordics

Place of work: Embassy of Switzerland in Stockholm

The Swiss Business Hub Nordics (SBHN) represents the Zurich-based international trade and investment promotion agency Switzerland Global Enterprise (S-GE), and is responsible for implementing Swiss export strategies in Denmark, Finland, Iceland, Norway and Sweden (Nordics). As the main point of contact for small and medium-sized enterprises (SMEs) from Switzerland and Liechtenstein, the SBHN offers a broad range of services such as market information and analysis, certification support, search for distributors, local representatives and partners, sales development, and more. It also coordinates and organizes Swiss pavilions at large trade fairs. Moreover, the SBHN promotes Switzerland as a business and investment location (IP).

Duties:

- Business consulting for Swiss exporting companies, assisting them in the planning / launching of their market entry in the Nordics, lead on projects related to Denmark, Iceland and Norway.
- Coordinating and managing of clients' inquiries and projects.
- Managing mandates with third parties.
- Trendspotting and scouting business opportunities for Swiss companies.
- Scouting for Foreign Direct Investment (FDI) prospects according to S-GE FDI / IP strategy, SBHN annual target and in collaboration with cantonal IP representatives in the Nordics (project lead in Denmark, Iceland and Norway).
- Expanding the contact networks in the Nordics relevant for IP (lead in Denmark, Iceland and Norway).
- Organizing Swiss pavilions at leading trade fairs and events.
- Creating and managing a local network of experts in areas such as: legal and tax consultancy, HR, real estate, business consultancy.

Requirements:

- Bachelor's degree, preferably in economics, or equivalent business experience.
- Native or fluent in Danish, Norwegian and/or Swedish, as well as business level in English and at least one Swiss official language (German, French or Italian).
- At least 2-5 years' relevant professional experience in conducting projects in the private or public sector, preferably in consulting, trade promotion, invest promotion, project management, business development, sales and/or marketing. Existing business network in Denmark and/or Norway is a merit
- Ability to work independently and take over full responsibility for client projects.
- A good understanding of the Nordic economies; sector-specific know-how such as Med-tech and/or Pharma is a merit.
- A good understanding of the Swiss Exporting industry.
- Excellent organizational and communication skills.
- Strong in both internal and external client service and focus.
- Full of initiative, drive, and personal commitment.
- Team work.

Business travel: 30%
Employment location: Embassy of Switzerland in Sweden, Valhallavägen 64, 114 27 Stockholm
Workload: Full-time
Start date: 1st June 2024, or by mutual agreement

Please send your motivation letter, CV and other supporting documents to:
stockholm.jobapplications@eda.admin.ch

Should you require further information or have questions about this position, please contact
Mr. Gustav Henriksson, Head, Swiss Business Hub Nordics: gustav.henriksson@eda.admin.ch