



Job offer at the Embassy of Switzerland “Consular Officer”, part-time local position (50%)

The Regional Consular Center for the Nordic and Baltic Countries of the Embassy of Switzerland in Sweden is looking for a Consular Officer with excellent language skills and a marked interest in administrative tasks.

Start of employment: 01.06.2024 or by arrangement
Place of employment: Embassy of Switzerland, Stockholm
Workload: part-time 50%, half day Monday-Friday morning

Your main tasks:

- Registration process of Swiss citizens living abroad
- Handling of identity cards and passports
- Acceptance and handling of visa requests
- Service at the counter
- Telephone service / switchboard
- Support for civil status matters
- Other administrative tasks

Requirements:

- Swiss or EU nationality
- Valid residence and work permit in Sweden
- Commercial training and corresponding work experience
- Interest in administrative work
- Discretion and reliability
- Fluent, orally and in writing, in a Swiss official language (German, French or Italian), solid knowledge of written and spoken Swedish and English
- Error-free correspondence
- Efficiency and accuracy
- Ability to work under pressure
- Solid knowledge of MS Office
- Customer-friendly and customer-orientated
- Team-player

We offer:

- Collegial and friendly working environment
- Multinational environment
- Opportunities for further training (e.g. languages and courses)
- Competitive salary

Please send your CV, motivation letter and other supporting documents preferably in a Swiss official language or in English by e-mail until 17.04.2024 to stockholm.jobapplications@eda.admin.ch, subject: Consular Officer

Should you require further information or have questions about this position, please contact Mr. Pascal Wenger, Head of Consular Services: pascal.wenger@eda.admin.ch