



Switzerland is one of the most innovative, competitive and well-recognized countries in the world. Its economy is highly sophisticated and diversified. Switzerland is a top foreign direct investor and an important economic partner of Malaysia. Swiss companies and entrepreneurs are constantly looking for new opportunities to create value with their innovative and sustainable products and solutions.

In order to help us further develop our bilateral economic relations, the Embassy of Switzerland in Malaysia is looking for an

Economic and Trade Advisor

Your responsibilities:

- Analyze and report on policies and developments in the areas of economy, trade and sustainability
- Contribute to the promotion of exports and help safeguard Swiss economic interests
- Advise the Embassy leadership and head office and respond to queries on matters related to economy, trade and sustainability
- Contribute to the organisation of business missions, visits and events
- Liaise with authorities, business associations such as the Swiss Malaysian Chamber of Commerce, companies and experts, and curate the contacts list
- Contribute to the Embassy's communication on social media and other channels

Your qualifications:

- University degree in economics, business administration, law or a related discipline
- Minimum 5 years of relevant private or public sector experience (e.g. economic policy analysis, market analysis, trade and investment promotion, economic or trade consultancy, public affairs)
- Familiarity with Malaysian business environment, ideally in different sectors
- Pro-active and self-driven personality who is self-reliant and takes responsibility
- Excellent writing skills combined with analytical and conceptual thinking
- Communicative and outgoing personality, keen to network
- Team-player who adapts well in a multicultural and dynamic environment
- Focused on results, service-oriented
- Savviness about IT applications and social media
- Excellent command of English and good command of Malay; German or French is an asset.

Our offer:

- Multifaceted and rewarding job with plenty of opportunity to shape your work
- Opportunity to work for one of the most innovative, competitive and well-recognized countries
- Exposure to stimulating government and business environments
- Opportunity for personal development and training
- Dynamic and international work environment
- Competitive salary and benefits

Start of employment: April 2025

Interested and qualified candidates should submit a motivation letter in English together with a detailed CV and copies of degree(s) and working references to: kualalumpur@eda.admin.ch

Only short-listed candidates will be contacted for interviews. Applications will not be returned. Please note that we cannot respond to telephone inquiries.