



Schweizerische Eidgenossenschaft  
Confédération suisse  
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## **Embassy of Switzerland in Singapore**

Singapore, 10 July 2025

The Consular and Administrative Section of the Embassy of Switzerland in Singapore is currently looking for a

### **VISA AND ADMINISTRATIVE OFFICER (FULL TIME) Starting 1<sup>st</sup> October 2025**

The Embassy of Switzerland represents Swiss interests in the areas of political, economic, consular, security, financial and legal affairs, science, education and cultural as well as promotion of trade and tourism. The Consular and Administrative Section of the Embassy provides consular services to Swiss citizens living in Singapore as well as visa services to third nationals.

#### **Job description**

The Consular and Administrative Section is seeking a pro-active, open-minded and committed Visa and Administrative Officer with excellent interpersonal skills to operate in a service environment. The position requires experience in administrative work, up to date computer skills (Word, excel, Outlook and Internet) and excellent organizational skills with attention to details.

#### **Your responsibilities**

- Receive visa applications from the External Service Provider VSF. Process it efficiently, swiftly and accurately, within fixed criteria
- Accept visa applications and interview visa clients at the counter, by mail or on the phone
- Handling the Embassy's reception and the Embassy's general phone calls
- Deal in a friendly and professional manner with all clients at the counter and handle the information with discretion and confidentiality
- Respond in a clear and concise language to general telephone and Visa email inquiries within a strict limit of time
- Liaison person to External Service Provider VSF for practical questions
- Archiving of visa files according to instructions in a timely manner
- Provide administrative support and liaise with Ministry of Foreign Affairs, Ministry of Labor and other authorities on routine matters

#### **Our requirements**

- Diploma holders in Business Studies/Administration Management or equivalent
- Singapore citizen and any other citizen with PR and "S" Pass
- At least 1-2 years of working experience in related fields
- Appreciates recurring tasks, delivered at a high-quality standard
- Excellent service-minded approach towards Embassy clients
- Ability to communicate in English, clearly and in a friendly professional manner. Any other languages are a plus.
- Ability to work quickly, efficiently, meticulously even under pressure
- Loyal, trustworthy, reliable and be a good team player
- Be discrete and handle personal information confidential
- Analytical and good IT user skills (Office, Word, Excel, Outlook, Internet)
- Willingness to learn and adapt in a multicultural environment
- Willingness to take on other duties during regular working hours

#### **We offer**

- An inviting work atmosphere in a multilingual and multicultural setting in a team of around 25 employees
- A competitive salary and comprehensive benefits package according to the local labor market

Interested candidates may send their application, including letter of motivation, resume (CV) and copies of diplomas, salary expectations and references by email to [singapore@eda.admin.ch](mailto:singapore@eda.admin.ch). Please mark your application "Visa and Admin. Officer + your name" in the subject line.

**Deadline for application: 10 August 2025**

**Only short-listed candidates will be contacted.**