



## **J O B   A N N O U N C E M E N T**

### **Executive Assistant**

#### **Trade Office of Swiss Industries in Taipei**

Level of employment: Fulltime (100%)

Local employment according to Taiwanese labour law

Starting Date: as soon as possible (or as per mutual agreement)

The Trade Office of Swiss Industries TOSI represents Switzerland's interests in Taiwan on behalf of the Federal Department of Foreign Affairs FDFA. This includes, in particular, promoting economic, scientific and cultural exchange and providing consular services.

#### **Job responsibilities include:**

- Assistant to the Director and Deputy Director of TOSI:
  - Coordinate meetings, invitations, visits, business trips and manage agenda
  - Organize and coordinate events at the residence of the Director or elsewhere
  - Manage correspondence/translations (English/Mandarin)
  - Focal point for the residence of the Director (administration, maintenance, etc.)
- Office Administration/Accounting
  - Oversee the administration of the office, including the administration of contracts (office, residence, maintenance, etc.) and subscriptions (phone/internet lines, etc.)
  - In charge of the accounting of the office, budget, handling of payments/bank accounts, and manages the petty cash
  - Ensure HR-administration (payroll, absence-management, social security, etc.)
  - Focal point for contact with local authorities and key suppliers
  - Telephone operator (reception) and in charge of managing/updating the contact management software

#### **Job requirements:**

- Only open to Taiwanese and holders of a valid Taiwanese work/residence permit
- University degree in business administration or another relevant field (accounting/finance)
- Mandarin (mother tongue), excellent command of English (C2 or at least C1), knowledge of a Swiss language (DE/FR/IT) is an advantage
- At least 3 years' experience in a similar function
- Proficient use of MS Office (Word, Excel and Outlook)
- You have a flair for numbers and accounting experience
- You enjoy working in a team and you communicate skillfully with various contact partners. You are a sociable person who is able to act appropriately in all kind of situations
- You are able to work under pressure and maintain an overview of your diverse tasks even in challenging situations
- You are a dynamic, independent personality and you are loyal and discreet

#### **We offer:**

- Interesting and varied field of activity
- Room for independent work and initiative
- Salary and employment benefits in accordance with local salary scale of the TOSI

#### **Application:**

If you are interested in this position, please send your application (motivation letter and CV) by 10 December 2024 by email to: [taipei.jobs@eda.admin.ch](mailto:taipei.jobs@eda.admin.ch)

Note that only shortlisted candidates will be contacted.