



Schweizerische Eidgenossenschaft
Confédération suisse
Confederazione Svizzera
Confederaziun svizra

Consulate General of Switzerland
Swiss Business Hub Turkey

Consulate General of Switzerland In Istanbul

ISTANBUL - Consulate General of Switzerland - Local Trade Officer Swiss Business Hub Turkey

The Swiss Business Hub (SBH) for Turkey is part of the Consulate General of Switzerland in Istanbul and constitutes the Turkey-based representation of the official Swiss trade and investment promotion agency Switzerland Global Enterprise (S-GE). The Consulate General is currently recruiting a new Local Trade Officer for its SBH. We offer a challenging and multicultural work environment, with attractive remuneration and benefits conditions.

Starting Date: 1st May, 2021

Main Duties and Responsibilities:

- Administrative and organizational support of the Head of Swiss Business Hub Turkey
- Independent implementation of customer projects for Swiss and Liechtenstein SMEs in close cooperation with the S-GE consultant based in Switzerland (i.e. market research and business partner inquiries) or in accordance with sector experts
- Systematic development of the expert network with know-how in the relevant market fields in Turkey
- Organization of trade promotion events and trade missions in the target market
- Active implementation of synergies between trade promotion and investment projects on an ad hoc basis
- Research and compilation of market overviews in different sectors and industry segments
- Active observation of the Turkish market and industry and identification of market opportunities for Swiss exporters
- Occasional organization of trade and investment promotion events/economic delegation trips in cooperation with partners
- Making available general economic and trade information to Swiss and Turkish companies

Our requirements:

- At least 3 years' experience in trade and investment promotion, executive administration or corresponding role e.g. in business development in the private sector
- Strong organizational and project management skills
- Excellent command of German and/or French as well as of Turkish (spoken and written). Very good command of English.
- Familiarity with Swiss actuality and institutions
- Ability to compose correspondence independently
- Advanced computer skills (MS Office) and willingness to learn new applications
- Analytical, problem solving and organizational skills
- Excellent communication skills in the widest areas of work.
- University Master degree required

Personal qualities:

We are looking for a flexible and totally committed person with an outgoing personality who is business oriented and willing to integrate into a consular Mission. You should possess a high degree of personal integrity, customer service orientation and be able to work both independently and as part of a team. You are proactive and have in-depth knowledge of the business environment, markets and industry sectors in Turkey. You find it easy to approach people and build a relevant network. Knowledge of Switzerland as well as some experience of working in an international environment are also prerequisites.

Interested candidates may send their application, including letter of motivation, CV, copies of diplomas, salary expectations and references by email to Istanbul.stellenbewerbungen@eda.admin.ch until 02.04.2021:

Only candidates who have been selected for an interview will be contacted.