



NOTICE OF JOB VACANCY

The Embassy of Switzerland in the Republic of Korea is currently looking for a

Facility & Event Manager (100%)

to oversee all building-related activities. You will be responsible for preserving the smooth running of events and the good condition of infrastructure at the Embassy and ensuring that facilities are safe and well-functioning.

Your tasks include:

- Coordinate maintenance services of installation systems and equipment throughout the Embassy and the Ambassador's Residence at the Embassy
- Perform repairs and maintenance tasks
- If such repairs cannot be executed by the Facility Manager, obtain quotations for maintenance/repair works and supervise the execution
- Review utility consumption and strive to minimize costs and environmental impact
- Determines priority of work and follows up on outstanding issues proactively
- Responsible for the coordination of all tasks regarding the use of the Embassy premises for events (e.g., set-up of the multipurpose room, conference room, etc.)
- Replace the Technical Support staff during his absence and collaborate on his tasks, such as scheduling and supervising the cleaning staff and gardener, assisting the system administrator, providing technical support with regard to the work stations, etc.
- Conduct fire alarm trainings and brief new joiners on safety measures and the alarm and security systems
- Ensure adequate set-up of shelter at the Embassy and assist in crisis preparedness exercises
- Additional duties as instructed by the Head of Chancery

Your profile:

- Experience in the field
- Relevant technical skills
- Practical mindset and hands-on attitude
- Flexible team player
- Ability to work with people of different cultural background
- Fluent in Korean (mother tongue or in-depth knowledge written and oral)
- Very good command of the English language (oral and written)
- Computer skills
- Driving license
- High integrity and strong work ethics

What we provide:

- Starting date as per agreement
- Flexible working arrangements possible
- 20 days annual leave
- Opportunity to work in an international environment
- Attractive working conditions
- Benefits include additional health insurance

If interested, please send your **CV, references, and motivation letter** by email to seoul.humanresources@eda.admin.ch.

Please send all the documents in English. Korean documents will not be accepted.

The deadline for application is **November 20, 2023**.

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