



## Istanbul – Consulate General of Switzerland - Head of 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 Head for its SBH. We offer a challenging and multicultural work environment, with attractive remuneration and benefits conditions.

**Starting date:** 1<sup>st</sup> April 2021

### Responsibilities

- Manage the SBH Turkey – consisting of one Local Trade Officer – in technical, organizational, personnel and financial terms along the lines of S-GE
- Help Swiss companies, especially SMEs, identify and monitor export opportunities in Turkey with the help of the SBH team, local experts and in close cooperation with S-GE
- Promotion of Switzerland as a business location
- Observe and analyse economic and regulatory developments in Turkey for the Swiss Consulate in Istanbul and in coordination with the Swiss Embassy in Ankara, prepare strategic recommendations for action and business potentials for the export industry and use them for the benefit of Swiss customers.

### Our requirements

- Higher education in economics (masters level) and business skills with several years of experience in international business development and/or sales in Turkey and distinct international leadership experience at decentralized locations or with various country organizations
- Very good knowledge in the field of strategy consulting and project management experience with emphasis on internationalization of companies abroad, with strong advisory skills to investors and C-level executives for international structures and investment projects
- In-depth knowledge of the economic policy of and regulatory environment in Turkey.
- In-depth experience in the Swiss SME environment and in the area of the Swiss export industry, with a good overall knowledge of the Swiss export industry
- Thorough understanding of the roles and tasks of the diplomatic and consular Representations as well as of the roles of various Swiss actors abroad and the possible synergies which can result from cooperation for export and location
- Good knowledge about Switzerland and its business environment
- Good knowledge and experience in the innovation and technology sector is an asset.
- Strong networking skills, strong communication and dialogue skills, ability and strong interest to build and maintain a sustainable network. Being open minded and willing to work in a team are additional requirements.
- Excellent skills in public communication, social media (Turkish as well as international) and digital sales and marketing tools.
- Excellent written and spoken skills in Turkish and in English. Good written and spoken of one Swiss national languages is solid asset.

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](mailto:Istanbul.stellenbewerbungen@eda.admin.ch) until 16.02.2021:

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