



Posted: March 2019

JOB OPENING

The Consulate General of Switzerland in San Francisco is looking for a

Trade Commissioner in the Swiss Business Hub USA Team

Starting date: August 2019 (or tbd)

The Consulate General of Switzerland in San Francisco is looking for a qualified candidate for a permanent position as Trade Commissioner for the Swiss Business Hub USA (SBH USA). This is a locally recruited position within the SBH USA at the Consulate General of Switzerland in San Francisco.

Affiliated with Switzerland Global Enterprise, the Trade & Investment promotion agency of Switzerland, Swiss Business Hub USA is mandated by the Swiss government to promote Switzerland as a business location for U.S. companies and to assist Swiss SME's looking to enter the US market.

Our ideal candidate is highly motivated, curious and creative with the ability to work in a collaborative environment. He/she must be open-minded with strong ability to listen and ask the right questions, positive attitude, strong written and interpersonal skills, as well as excellent planning and organization skills to structure a plan of action with clear goals and deadlines. He/she is a communicative and outgoing personality and easily adapts in multicultural settings. He/she has a sound understanding of the U.S. business environment and ideally brings along an extensive business network across various industry sectors. Focus sectors include but not limited to Life Science, MedTech and ICT. An understanding of the importance of networking and the ability to build relationships across various levels of business, government and industry associations are essential. Excellent organizational skills, ability to work independently, attention to details, and multilingual (German or French and English) are prerequisites. As part of the SBH USA team, you will be based in San Francisco but will collaborate closely with the entire U.S. team (New York, California and Georgia). Willingness and flexibility to travel is expected.

Due to the nature of the work, preference will be given to a Swiss national (or to those candidates who have a relationship with Switzerland) with U.S. work experience and an understanding of the U.S. economic landscape.

Additional duties beyond those listed here will be determined and assigned as needed. Training will be provided.

Duties and Responsibilities:

- Planning and carrying out investment promotion activities such as industry specific market evaluation; identifying and contacting of potential investor companies; presenting investment opportunities to potential investors; managing and coordinating with key stakeholders involved in the investment promotion process.
- Provide export promotion services to Swiss SME's looking to enter the U.S. market; render in-house export consulting services for Swiss SMEs (such as market research); management, supervision and quality control of outsourced mandates executed on behalf of Swiss Business Hub USA.
- Proactive acquisition of export mandates from Swiss SMEs and identification of business opportunities for Swiss SMEs in selected U.S. industry sectors.
- Compilation of market intelligence and useful information on projects, public tenders and economic developments with relevance for Swiss SMEs.
- Participation in relevant trade fairs and conferences (West Coast).
- Planning, organization and execution of promotional events, roundtable discussions and trade shows (West Coast).

Requirements:

- Excellent command of English, German and/or French languages
- Very good organizational skills, high degree of personal integrity and trustworthiness
- Minimum of 7 years of professional experience in a related field

- University Degree or equivalent
- Full computer literacy with Microsoft Office
- Holders of a Green Card or a US work permit are given priority

We offer:

- Inviting work atmosphere
- Interesting work in a foreign representation
- Competitive salary and benefits package
- 100% matching in 401 k plan
- Paid vacation
- American and some Swiss holidays
- Centrally located at Pier 17, San Francisco

To Apply:

Please send your resume, a letter of interest and salary expectations no later than **May 17th, 2019** in electronic format (word or pdf) to job-cgny@eda.admin.ch Please write into the subject line “SBH – Trade Commissioner” to ensure timely processing of your application. **Any incomplete application will be disregarded.** Please do not contact the Consulate General or the Permanent Mission. Only those who are chosen for an interview will be contacted.