



Presence Switzerland (PRS) is an agency of the Federal Department of Foreign Affairs. It is responsible for managing Switzerland's official presence abroad, and as part of this mandate it implements the Federal Council's strategy on Switzerland's communication abroad. PRS supports the protection of Switzerland's interests by using various public relations tools. Its tasks include transmitting general knowledge about Switzerland, the forging of understanding for Switzerland, as well as a portrayal of Switzerland's diversity and attractiveness.

PRS implements this mandate through projects abroad, hosting visits by foreign journalists and decision-makers to Switzerland, developing and distributing information media in other countries about Switzerland and managing Switzerland's appearances with temporary physical communication and networking platforms such as the House of Switzerland at Olympic and Paralympic Games or the Swiss Pavilion at World Expos.

For the **Swiss Pavilion** at the World Expo 2025 in Osaka, we are offering from 6th April 2025 to 18th October 2025 the position of:

Administrative assistant

Your main tasks:

- Independent processing of in-coming written and telephone enquiries in English, Japanese and/or German and/or French
- Taking the minutes of meetings
- Simple bookkeeping
- Coordinating and organizing transportation and logistics
- Participation in the preparation and staging of events
- In charge of requesting and editing accreditation and badges
- General administrative duties
- General support for operations

Your profile:

- A commercial or equivalent qualification and professional experience
- Highly developed skills in the use of MS Office programs
- Very good knowledge of English, basic knowledge of Japanese with the interest in expanding language skills on site. Knowledge of German and/or French is an advantage
- Organizational flair
- The ability to work independently and with a sense of responsibility
- Entrepreneurial thinking
- A friendly attitude and the ability to handle stress even in hectic situations

- Reliability, a team attitude, stamina and patience
- Willingness to take on additional tasks spontaneously outside the agreed job description
- A neat appearance, natural customer-orientation and self-confidence in dealing with Others

Your benefits:

- Your train ticket from place of residence to the airport and back is paid
- Your flight to Osaka and back is organized and paid
- Your fares within Osaka are paid
- Accommodation (single room/bathroom) is provided
- Monthly salary of 2'700 Swiss francs

General conditions of employment:

- Workplace: **Swiss Pavilion** in Osaka
- You will work as part of a team, including the weekends. 41.5 hours' work per week over 5 working days, 5 weeks' holiday/year
- You must be at least 18 years old
- For persons resident in Switzerland: Swiss citizen or valid Swiss working permit
- Employment in accordance with Swiss law of obligation. Berne is the place of jurisdiction.

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