

## **Recruitment of an administrative employee (full-time)**

### **Main duties**

- General office work (management of repair work on our premises, assistance with staff accommodation, purchasing and management of goods, tax exemption procedures, general office work, etc.).
- Driving of official vehicles (in high season).

### **Working conditions**

- Swiss resident (Swiss, Permis C or B) with Swiss driving license
- Able to work in French.
- Able to communicate and draft documents in Japanese (English would be an asset).
- Able to work with Microsoft Office (Word, Excel, PowerPoint, etc.) .

Place of work: Le Grand Saconnex (Geneva)

Appointment date: from February 1, 2025 (provisional).

Application deadline: Ongoing

Please send

- your CV (in English or Japanese)
- recent photograph
- copy of Swiss work permit
- copy of Swiss driving license
- copy of your passport or identity card

by e-mail only to the following address

Delegation of Japan to the Conference on Disarmament

[delegation2@gv.mofa.go.jp](mailto:delegation2@gv.mofa.go.jp)

Only applications meeting the above criteria will be considered, and only applications meeting the above criteria will be considered.