



Embassy of Switzerland in Canada

**TEMPORARY JOB OPENING (10 months per May 2022)  
FOR  
DOCUMENTALIST / REGISTRAR / ADMINISTRATOR  
50%-70%**

The Embassy of Switzerland represents Swiss interests in Canada and promotes Swiss-Canadian bilateral relations. The Embassy is seeking a Documentalist / Registrar (50%-70%), with additional administrative and research tasks, in temporary employment of 10 months starting in May 2022.

Employment is temporary and part-time, on local contract (applicable Canadian / Ontario law, remuneration in CAD).

**Your tasks**

In this function, you play a crucial role in assuring all aspects of the Embassy's record management and in supporting daily operations.

- Registration, distribution and filing of electronic and paper documents and records. A new registration system and application might be introduced during the period of the temporary employment.
- Management of archives
- Preparation, dispatch and distribution of weekly diplomatic courier delivery.
- Management of in- and outgoing mail.
- Management of inventory and orders of office supply and promotional material.
- Answering routine requests by phone or mail, administering life certifications and receiving clients.
- Monitoring and updating content database, and background open-source research on various topics.

**Requirements**

- Bachelor's degree with minor in archival studies or a similar university degree, or equivalent foreign professional skill certificate. Work experience in relevant administrative fields is an asset.
- Fluent in English and German or French, with a good knowledge of the third language.
- Complete discretion.
- Ability to work under pressure, and independently. Excellent sense of accuracy and timeliness, high degree of flexibility and good communications skills.
- Swiss citizenship is an advantage, but not a condition. For non-Canadian citizens: You have a Canadian resident and work permit.

**Salary and benefits**

- Salary: to be determined according to skills and experiences.
- Leaves: pro-rata annual leave with pay, pro-rata annual paid sick leave.
- EI, CPP, WSIB, Extended Health Care

At the beginning of the employment, the successful candidate will receive a two-week on the job training with full salary

### **Application**

Please submit the following documents with your application

- letter of motivation in German, English or French
- resume (Curriculum Vitae)
- Other relevant documents (certificates)

**Deadline for applications: 4th March 2022**

Please submit to: [ottawa.job@eda.admin.ch](mailto:ottawa.job@eda.admin.ch)

Or contact

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