Consular Support Officer (100%)

Fixed-Term Position | December 1, 2026 – July 31, 2027

The Consulate General of Switzerland in Atlanta is seeking a qualified and motivated candidate for the position of Consular Support Officer (100%) on a fixed-term basis from December 1, 2026, through July 31, 2027.

The position is administrative and client-service oriented, requiring strong organizational, communication, and interpersonal skills. The successful candidate will support the Consular Section in the delivery of a range of services to Swiss citizens, including passport and registration services, civil status matters, and related administrative processes.

As the role involves regular interaction with the public, excellent verbal and written communication skills are essential, along with a professional, courteous, and customer-focused approach to service delivery.

Additional duties may be assigned as needed to support the operational requirements of the Consulate General.

Key Responsibilities

- Process applications for passports and other travel documents, ensuring accuracy, completeness, and compliance with applicable regulations.
- Maintain and update records of Swiss citizens residing within the consular district and process related registrations and updates.
- Review, verify, and process civil status documents and related applications.
- Provide information and assistance on consular matters in person, by telephone, and in writing.
- Prepare correspondence and liaise with government authorities and partner institutions, as required.
- Assist with the organization and administration of consular operations and services.
- Provide general administrative and operational support to the Consular Section.

Qualifications

- Excellent written and verbal communication skills in English.
- Very good command of either German or French.
- Minimum of two years of relevant administrative or customer service experience.
- Advanced proficiency in Microsoft 365 and the ability to quickly learn specialized administrative systems and databases.
- Strong organizational, interpersonal, and customer service skills.
- Ability to manage multiple priorities while maintaining accuracy and attention to detail.
- Valid authorization to work in the United States.

We Offer

- A welcoming and collaborative work environment within a foreign diplomatic mission.
- Competitive salary and attractive employment conditions.
- Pro-rated annual leave entitlement based on the duration of employment.
- Paid leave for U.S. federal holidays and selected Swiss holidays.
- Opportunity to gain valuable experience in a consular and international setting.
- Convenient Midtown Atlanta location with access to public transportation.

To Apply

Interested candidates should submit a resume, cover letter, and salary expectations in PDF format no later than November 13, 2026, to atlanta.job@eda.admin.ch.

To ensure the timely processing of your application, please include "Consular Support Officer" in the subject line of your email.

Please note that Swiss citizenship is required for this position due to the nature of the duties and responsibilities associated with the provision of consular services.

No telephone inquiries, please. Only candidates selected for an interview will be contacted.

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