

**The Hong Kong Economic and Trade Office in Geneva**  
(the official representation of the Hong Kong Special Administrative Region of  
the People's Republic of China at the World Trade Organization)

is hiring a  
**Logistics Officer**

Job Description

- To perform driving and related transport duties for the Head of the Office and other officers attending appointments and functions. Driving duties outside normal office hours and long-distance driving (e.g. within Switzerland and neighbouring countries) may be required occasionally.
- To coordinate daily travel requests for officers and advise on related logistics plans.
- To maintain the official car according to required standards.
- To assist in office administration by managing the receipt and dispatch of documents, liaising with the post office and couriers, managing and procuring general stores, making small purchases, etc.
- To assist in building management of the office and the Official Residence.
- To perform any other duties as assigned by supervisors.

Qualities and experience required

- Valid driving permit and good knowledge of Geneva's roads and traffic conditions.
- Minimum 3 years professional driving experience as a chauffeur.
- Fluent spoken English and French.
- Eligibility for employment in Switzerland.
- Logistics related work experience in public or international organisations, as well as experience serving as a chauffeur for senior officials are an advantage.

Remuneration

- CHF 63,747 or above per annum depending on relevant experience.
- Benefits including medical insurance, sick leave, vacation leave, etc.

Interested applicants should apply in writing (enclosing letter of motivation, curriculum vitae, copy of residence/work permit, copy of driving license/s, extrait SIAC etc.) by email to [hketo@hketogeneva.gov.hk](mailto:hketo@hketogeneva.gov.hk) by 4 October 2024.