

digitalswitzerland

digitalswitzerland is a cross-industry initiative with the aim of strengthening our country's global position as a digital innovation hub. The association consists of over 130 members - renowned Swiss companies, universities, cantons and organisations.

Up from **January 14th 2019** our **Zurich office** is offering an:

Internship digitalswitzerland: EVENTS & OPERATIONS (m/f) 100%

You want to take part in our mission and join our talented team, familiarize yourself with the processes of setting up an innovation ecosystem and actively shape the future of our country? As Relations & Operations support (m/f) you fulfill the subsequent responsibilities.

Key responsibilities:

- Support of Managing Director, Head of Swiss romande and Head of Relations & Operations

Operations:

- Conduct administrative and operational tasks
- Manage CRM (Hubspot)
- Support in accounting
- Support team in specific projects

Events:

- Co-organize events with up to 300 participants
- Coordinate invitations & guestlist
- Book location & catering
- Bring in your creative ideas to make the best out of our events

Our expectations:

- You have or are about to receive a bachelor's degree
- You have some relevant work experience in a similar, fast-growing environment
- You have a hands-on mentality and demonstrate a process-optimization driven working style
- You are a tenacious and resourceful problem solver and fact-based in decision making
- You are a team-player
- You are fluent in French and English; any additional language would be an asset

We offer you a flexible workplace in the heart of Zurich. From day one, you can work independently, bring in your individual strengths, drive forward your personal and professional development and rise to challenges. If you are interested in this position, please send your application documents to jobs@digitalswitzerland.com. We are looking forward to receiving your application.

Alina Schönenberger, Head of Relations and Operations