



Internship at swissnex Singapore - Junior Project Manager (100%)

swissnex Singapore is a platform of the Swiss Embassy bridging knowledge and competencies in Science, Education, Art and Innovation. It operates in synergy with academic, governmental and economic networks, and provides partnering opportunities by organizing innovative events and sharing its knowledge network with its stakeholders. The internship provides an outstanding opportunity to students to work on events related to swissnex Singapore transdisciplinary activities.

Tasks: The main task will be independent project management. In this frame the intern will be responsible for the different phases of events, from the initial planning till the final realization, under the supervision of the Director, in collaboration with the team. More than 100 events have been successfully organized in the previous years such as various education fairs, seminars, workshops and presentations by Swiss speakers, as well as exhibitions.

Requirements: The intern is currently studying or has recently graduated with a Bachelor or Master degree from a Swiss University or University of Applied Sciences. Furthermore, he/she has the ability to work independently, is proactive, efficient and precise, has very good oral and written knowledge of English as well as German and/or French, with excellent analytical and communication skills.

Start and availability: June/July 2014 and six months.

Contact: further information about swissnex Singapore is available at www.swissnexsingapore.org Please send your electronic application file (CV with photo, motivation letter, academic certificates, and other relevant documents including reference letters) to admin@swissnexsingapore.org. You can also call +65 6774 9360 for further information.

Feedback of a former intern: *„I was able to take part in meetings of the EU commission, organize an event with SIX Swiss Exchange and discuss the latest trends in the Food Innovation sector with Nestlé R&D. If I would have been in an internship of a private Swiss company, I would have never experienced this broad range of topics and neither got the chance to get in contact with all these diverse and important organisations.“*

We are looking forward to your application!