



Internship – Office Administration & Business Development Assistant

3-6 months internship in friendly environment working for a children's football company based in Nyon, assisting with the management of office. Position starting end of April.

Main Tasks:

Office Management and Business Development

- Supporting the Management/ Organisation of the Office on a day to day basis. A great chance to learn how a small office works.
- Answer emails & phone calls from customers/clients in main office when required.
- Project manage the development and implementation of a new office task management system.
- Supporting the Office Coordinator in updating & maintaining various platforms & databases, including the book online system, the website & Google Docs.
- Support in the organization & planning of InterSoccer's Birthday Parties.
- Develop guidelines for the use of the new book online system, with possible translation into French and/or German.
- Assist in updating and implementing updated procedures to allow for the further development of the company.
- Manage various adhoc projects under supervision of the Office Coordinator,

Additional Roles

- Support the Finance Department with tasks relating to financial analysis & budget
- Assist the Marketing Department with various projects, including Social Media, Sponsorship & Promotions when required
- Attending Exhibitions / events to promote InterSoccer's work
- Assist in the development & distribution of new contracts for our football coaches

Skills Required

- Outgoing/confident person who can multitask
- Ability to lead projects & to work on assigned tasks independently
- Very good all round administration skills, financial knowledge very useful
- Great communicator
- Good researcher
- Excellent computer skills with very good knowledge of excel, word, powerpoint etc
- Fluent English & a good level of French desirable, German a bonus.
- Good to have driving license

Salary

- This is an internship position. Salary is minimal & helps cover monthly expenses only (approx. 500CHF). The position is viewed as a great opportunity for someone who desires a fantastic work experience.

Please send CV plus covering letter of why you would like to be considered to info@intersoccer.ch plus details of what work permit you have, when you can start & length of internship possible.

www.intersoccer.ch