

# Business Operations Intern Job Description

Location: Renens, Vaud, Switzerland

Workload: 80–100%

Duration: 12 months (with potential for subsequent full-time employment)

Apply: <https://www.hydromea.com/jobs/business-operations-intern>

## About the Role

We are a fast-growing deeptech scale-up in the subsea technology sector with global leadership in underwater wireless broadband comms and cutting-edge smart robots. We are looking for a highly motivated and versatile Business Operations Intern to work directly with senior management. This role offers a unique opportunity to gain hands-on experience across multiple business functions in a dynamic and entrepreneurial environment. Your tasks and actions will directly impact the company's success.

## Key Responsibilities

- Assist in project coordination and follow-up on internal initiatives
- Support the order-to-cash process, including order tracking, invoicing coordination, and follow-ups
- Coordinate order fulfillment and shipping activities with internal and external stakeholders
- Work with our ERP system to process operational data, maintain records, and generate reports
- Prepare simple reports, presentations, and internal documents
- Handle customer communication and support basic customer relationship management
- Liaise with external stakeholders, including authorities and service providers
- Support accounting processes by organizing and filing financial documents
- Provide day-to-day administrative and organizational support to the CEO and senior management
- Manage scheduling, meetings, and travel arrangements for the team
- Support office management and ensure smooth daily operations
- Contribute to improving internal processes and operational efficiency

## Profile

- Final-year Bachelor's student in Business Administration, Commerce, or a related field (must be still enrolled as a student)
- Strong organizational skills and ability to multitask across diverse responsibilities
- Analytical mindset with high attention to detail; comfortable working with data and systems (ERP understanding is a plus)
- Proactive, hands-on, and comfortable in a fast-paced startup environment
- Excellent communication skills, both written and verbal
- Fluency in English is a must (min C1 level); other languages are a plus
- Proficient with standard office tools (e.g., Google Workspace, Excel, PowerPoint)
- Allowed to work in Switzerland (we do not support work permit paperwork for this role)
- Must be already based in close vicinity to Renens (this is an on-site job)

## What We Offer

- Direct exposure to senior leadership and strategic decision-making
- A broad and impactful role across multiple business areas and across international markets
- Opportunity to transition into a full-time position
- Opportunity in career growth as the company grows
- Dynamic, international, and innovative work environment
- Competitive internship compensation

All of our interns have a **key role in our day-to-day business success**. Moreover, a close collaboration with an engaged and dedicated team is there to **support you to succeed** in this challenging and exciting role. During your time with us, you will get familiar with our know-how and gain practical insights into different

business areas, you will certainly learn a lot. Best of all, you will grow in a stimulating environment with young professionals who also have fun at work.

That said, currently we're only able to reach out to profiles that are a strong match for this role at any stage of our hiring process. If you don't hear back from us within 2 weeks from posting or our last contact, there is nothing wrong with you, it's on us. This should not get you discouraged applying for other roles with us or other great companies!