



**HR and Administrative Intern (F/M 100%)**  
**Internship, starting January/February or as agreed**

**We are currently seeking an Administrative and Marketing Intern interested in joining a fast-growing Microfluidics start-up in Ecublens EPFL Innovation Park (Lausanne area, Suisse).**

**About Advanced Microfluidics SA**

Advanced Microfluidics SA is a privately held company based in the EPFL Innovation Park, Switzerland. We are experts in automated miniaturized liquid handling, from nanoliters to milliliters.

We aim to speed up the development and reliability of microfluidic-based instrumentation technologies to enhance human welfare and environment.

Our mission is to develop and produce innovative microfluidic technologies for instrumentation dedicated to industries and academics, with an important focus on robustness, quality, performance and cost. In line with our vision, we are dedicated to create microfluidic solutions with very low internal volumes and designed for easy and smart integration for biotech, Medtech and life science application.

**Your mission**

**As our Administrative and Marketing Intern, you will be supporting our Admin and HR Manager in all the administrative task of the company. You will also support the sales and marketing with their marketing strategy.**

**This includes :**

**People Operation ( HR)**

- You will partner with the HR Manager to coordinate recruitment activities
- You will assist with some administrative duties related to employee onboarding (work permit, EPFL registration,...)
- You will assist in the development, implementation, maintenance and continuous improvement of HR procedures and handbooks
- You will organize company events, book meeting rooms and plan teambuilding event.

**Office Management / Admin**

- You will record all our account payables/receivable and customer contact activities in our ERP
- Managing shipments with our production team
- Assisting the sales director with invoicing and exportations procedures
- Assist the marketing with content production
- You can perform other general office duties as they arise
- Working as a key member of an interdisciplinary team

**Your profile**

- Bachelor Student EHL BOSC4
- Excellent MS office knowledge
- Proficiency in French and English (spoken/written C1 or C2) with excellent oral and written communication skills



- **Strong organizational skills with the ability to multi task, reliable, proactive, strong work ethic and can do attitude.**
- **Must be flexible and resourceful and able to work independently and know when/how to ask for help**
- **High degree of integrity and discretion in dealing with confidential matters**
- **Strong team spirit and ability to interact constructively with internal and external stakeholders at all levels and from diverse culture**
- **Willingness to learn and develop new skills**

#### **We offer**

- **6 months Internship position based in the EPFL Innovation Park**
- **A very interesting and stimulating job in an innovative high-potential field**
- **Excellent work conditions, autonomy, part of a highly motivated and qualified team**
- **We value individual contributions and group based solution**
- **We are a small dynamic and decision-making team in a fast paced environment and we want you to be a part of our story.**
- **Pleasant environment at EPFL Innovation Park, with the possibilities to benefit from sport and catering facilities.**

**If you think you fit this position, please send your CV, work certificates and a cover letter. Please note that incomplete applications will not be considered.**