

We are Executive training & coaching provider, supporting companies and their executives achieving their goals through tailor-made training & coaching programs. Our clients are mainly active in the Finance field and require a high level of service.

To support the development of our company, we are looking for 1 or 2 students:

Administration & Project Officer (20% - 40%)

Within a small team, you will be in charge of company's administrative tasks and projects. As such you will support our management in delivering exceptional service to our clients.

YOUR MAIN RESPONSIBILITIES

Accounting

Prepare clients' invoices and monthly payments into the accounting system
Reconcile operations with banking systems, budgeting and annual closing coordination
Prepare monthly salaries and HR related tasks

Training support

Design learning tools & prepare training material
Create new trainings workflows on our SaaS training platform
Register participants to trainings & coaching sessions
Manage logistics
Create participant satisfaction reports and KPIs for clients
Prepare/translate PowerPoint presentations
Produce training videos

Projects & Marketing

Design marketing campaigns with Canva
Automate CRM campaigns on our new platform
Manage social media

YOUR PROFIL

- Diploma of "Ecole de Commerce", CFC, Matur Pro or equivalent
- Currently studying or enrolled for 1st year in HEG (ideally)
- Small previous experience in administrative and/or accounting tasks required
- French: fluent (very good spelling). English: very good knowledge
- At ease with Microsoft tools (Word, excel, PWP AND Canva)
- Available: asap at least 10% to ensure training period with current job holder
- You are creative, dynamic, service oriented and willing to develop your knowledge
- You have very good interpersonal and communication skills and are flexible

WE OFFER

- an experience in an entrepreneurial environment
- a friendly and flexible work environment (possibility of partial home office)
- a progressive compensation related to your experience and goals

If you recognize yourself in this description, please send your resume to:

training@career-advisors.ch