

Reference Code: 091122

Client Relationship Intern

Full-time

6 to 8 months

Start date: January 2, 2023

Location: Geneva, Switzerland

Workplace type: Remote

Remuneration: Bachelor level 900CHF gross per month
(for Master level 1300CHF gross per month)



PricingOne is a consulting firm specialized in Revenue Growth Management and Pricing Strategies for Consumer-Packaged Goods (CPG/FMCG) companies. You will be joining a highly dynamic and growing company, working in more than 20 countries. Come learn and contribute to the development of PricingOne growth.

MAIN PURPOSE

You will make an impact by being part of the Client Management department Geneva team. You will be attached to the Client Engagement VP. You will be responsible for a variety of administrative, organizational and research tasks to ensure effective and efficient operations between PricingOne and our key clients. Always keeping client-centricity in mind.

You will be a PricingOne Ambassador and detect new business opportunities. Being creative and dynamic to find new business leads and help building a strong business development strategy.

KEY RESPONSIBILITIES

- Provide general and ad hoc administrative support to the Client Engagement VP and team. This includes calendar management, travel organizing and meeting preparation.
- Coordination of all client projects' overall Timelines: creation of detailed timeline at signature of new projects, update the Timelines when needed, identify any optimization needs
- Responsible for French speaking client factsheet preparation and ad-hoc help on English speaking client factsheets
- Help Client team with market research projects and data analysis
- Plan and execute team events, offsites, activities, and recognition
- Build effective relationships with other teams (internal and clients)

YOUR PROFILE

- Currently enrolled in a 4-year college or university cursus, pursuing a bachelor's degree in business or in a related field of study.
- Open to gaining experience in a fast-paced, collaborative environment, including supporting the team in an administrative capacity
- Ability to exercise judgment and maintain confidentiality
- Strong verbal and written communication skills
- Knowledge and application of meeting collaboration tools (e.g., Teams, Zoom)
- Acute attention to detail and follow through, high-level of organization
- A hunger for learning and the ability to perform independent research to solve problems
- Ability to thrive while working on multiple projects



- Ability to work well across teams but also independently
- Strong knowledge of Excel (pivot and basic statistics), Word, and PowerPoint (Power BI experience a plus)
- Fluent in English and French, any extra language being an advantage

WHY WORK FOR PRICINGONE

- Large variety of tasks and projects that will enhance both your soft and hard skills
- Wonderful international & multicultural team to work with
- Amazing development opportunities in an excellent business environment with passionate experts
- Opportunity to receive mentorship from Client Management, Business Development or Productions leaders
- Discover Revenue Growth Management and Advisory
- Networking opportunities
- We offer real work assignments that come as ideal education complement
- Flexible hours and work from home allowed

OUR APPLICATION PROCESS

Please send us at jobs@pricing.one your resume, cover letter and certifications (e.g., university certificates, references and letters of recommendation).

If your application is selected, we will reach out to you ASAP for the first interview with our Talent Acquisition Partner.

The next step from there would be the second interview with your future Manager, our Client Engagement VP.

