

Title : Administrative Assistant / Office Manager Intern

Department : Human Resources

Reports to : HRBP EMEA

Location : Switzerland - Rolle

JOB SUMMARY

The intern supports the daily administrative and operational activities of the office. He/she ensures smooth coordination across teams, contributes to internal communication, and assists with logistical tasks. Additional responsibilities may be assigned to support the Finance team when needed.

ESSENTIAL DUTIES & RESPONSIBILITIES

- **General administration** — filing, archiving, updating documents, preparing folders and internal materials.
- **Mail and document handling** — receiving, sorting, distributing mail; preparing outgoing correspondence.
- **Front desk & internal support** — welcoming visitors, managing incoming calls, providing assistance to employees.
- **Office management** — managing office supplies, placing orders, coordinating with external vendors, ensuring meeting rooms are prepared and functional.
- **Operational support** — scheduling meetings, managing bookings, supporting daily logistics.
- **Internal communication** — drafting internal messages, formatting documents, updating internal information channels.
- **Event coordination** — assisting with the preparation and logistics of internal events.
- **Finance team support** — assisting with invoice processing, basic accounting filing, updating spreadsheets, preparing financial documents, and other administrative tasks as required.
- **Marketing & event support (EICMA)** — supporting the Marketing team in preparing materials, coordinating logistics, and contributing to the organization of the company's participation in EICMA.
- **Sales and administrative support** — consolidating budget submissions, preparing and maintaining detailed budget splits, creating and updating monthly presentation decks, and tracking training completion across countries.
- **Other administrative tasks** may be assigned depending on business needs.

SKILLS & KNOWLEDGE

- Education in administration, business, communication, or a related field.
- Strong organizational skills, attention to detail, and a service-oriented mindset.
- Good written and verbal communication skills.
- Fluency in French and English.
- Proficiency with Microsoft Office and general digital tools.
- Proactive attitude, reliability, willingness to learn, and ability to work independently.
- Office presence – 20 hours per week
- Start date: as soon as possible

- Duration: 4–6 months