

Basel Area Business & Innovation is the investment and innovation promotion agency dedicated to helping companies, institutions and startups find business success in the Basel Area. We target and attract companies to settle, supports founders of innovative ventures, and drive high-growth initiatives to establish the region as the Swiss business and innovation hub of the future.

We are looking for a motivated and flexible intern / working student to join our International Markets and Business Affairs team, as soon as possible or by arrangement for one year as

## **Intern / Working Student International Markets & Business Affairs 50-60%**

In this role you will get a unique chance to support the investment promotion activities of Basel Area Business & Innovation around the globe. You will play an important role in preparing partnering meetings in our target markets, help us to collect and analyze convincing data to attract international companies to the Basel Area, and you will support internal projects with a wide variety of tasks. Furthermore, this role provides a great opportunity for you to get insights into all other activities conducted by Basel Area Business & Innovation, such as our innovation and entrepreneurship promotion initiatives in biotech, healthtech and industrial transformation, and our management of the Switzerland Innovation Parks in the Basel Area.

### **Your tasks**

- Support defined strategic projects of the investment promotion team
- Conduct general research and opportunity analysis
- Prepare presentation materials for customer inquiries and other marketing materials
- Handle and process customer information requests and queries
- Participate in client meetings, site visits and events
- Organize and coordinate meetings at partnering conferences

### **Your profile**

- Completed vocational training / high school diploma with business focus or similar education, bachelor's degree in business administration or marketing
- Business fluency in English and German; French is a bonus
- Good knowledge of MS Office
- Proactive and communicative can-do attitude with strong sense of initiative and ability to grasp new concepts quickly; target-oriented and independent approach to work
- Extremely organized and mindful of deadlines
- Service orientated, curious mindset with an ability to "join the dots"

- Interest in the Basel Area and the local economy

### **Our offer**

You work in a supportive multinational team with experienced professionals and engage with a variety of international clients. The nature of this role provides a great opportunity to gain knowledge about the business location Basel Area, which will enrich your personal growth. We offer flexible working hours, and we provide an encouraging environment for you to learn, shape your skills and try new things in exciting projects.

Please send your application including a cover letter to: [jobs@baselarea.swiss](mailto:jobs@baselarea.swiss)