

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, beginning of July / August or by arrangement for at least one year, as

Intern / Working Student International Markets & Business Affairs 70-100%

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 done by Basel Area Business & Innovation as our innovation initiatives in healthcare, therapeutics, and advanced manufacturing and into the management of the Switzerland Innovation Parks in the Basel Area and entrepreneurship efforts.

Your tasks

- Support defined strategic projects in investment promotion
- Conduct general research and opportunity analysis
- Selection and leveraging of relevant data and information
- Preparation of presentation materials for customer inquiries and other marketing materials
- Handling and processing of customer requests
- Participation 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, enrollment in bachelor's degree program in business administration or marketing
- Business fluency in English and German, French is an advantage
- Knowledge of MS Office and easy learner of new tools
- 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 of interconnected thinking
- Interest in the Basel Area and the local economy

Our offer

You work in a supportive international 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, that will enrich your personal growth. We offer flexible working hours, and we provide 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