

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. The organization targets and attracts companies to settle, supports founders of innovative ventures, and drives high growth initiatives in order to establish the region as the Swiss business and innovation hub of the future. The non-profit agency focuses on growing the area's cutting-edge industries life sciences, healthcare and production technologies and manages the Switzerland Innovation Park Basel Area, which houses the organization's accelerator programs. The agency serves the cantons of Basel-Landschaft, Basel-Stadt and Jura.

We are looking for a motivated and flexible career starter / student worker to join our International Markets and Business Affairs team, beginning immediately or by arrangement as

## **Intern / Working Student International Markets & Business Affairs 50-100%**

In this role you support the investment promotion activities of Basel Area Business & Innovation around the globe. You will prepare partnering meetings in our target markets, help us to collect and analyze convincing data in order to attract international companies to the Basel Area and you will support internal projects with a wide variety of tasks. Furthermore you will 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 Switzerland Innovation Parks and entrepreneurship efforts.

### **Your tasks**

- Supporting the knowledge management of the International Markets department
- Supporting defined strategic projects in investment promotion as necessary
- Organization and coordination of meetings at partnering conferences
- Independent collection and research of data and its preparation for customer inquiries and marketing materials
- Performing general tasks within the department International Markets

### **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. We offer flexible working hours and we encourage you to learn, shape your skills and try new things in exciting projects.

The internship is limited to one year.

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