

INTERNATIONAL OPERATIONS INTERN 100%

Unique opportunity for natural organisers looking to contribute and learn in a fun business and a collaborative work culture. Based in Basel, Switzerland.

ABOUT US

HELVETIQ is an international publishing house based in Switzerland and founded in 2008. We publish non-fiction books for adults, fiction and non-fiction books for children and tabletop games. Our books are sold in Switzerland, France and Germany. Our games are distributed in 30 countries. We are best-known for pocket games like Bandido, our beer hiking book series, our wooden games like TeamUP and for surprising people with new ideas all the time.

RESPONSIBILITIES

- Work with design, sales, suppliers and customers to create quality titles and satisfy expectations
- Support in the management of schedules, creating task lists and communicating relevant information to all stakeholders
- Support in negotiating, ordering and tracking international shipments; solve problems
- Create purchase, sales and reception orders in our ERP software
- Send invoices and export documentation to customers
- Support in the organisation and supervision of pre-shipment inspections
- Assist in preparing and organising promotional material and events
- Identify operational shortcomings and propose improvements

QUALIFICATIONS

- Natural organiser
- Self-starter with a high level of energy and a positive attitude
- Bachelor's or Master's degree in business administration, supply chain or a relevant field, completed or in completion
- Professional experience acquired during internships or student jobs is a big plus
- Experience with Adobe software (InDesign, Acrobat) a big plus
- Outstanding command of English; French and/or German skills are a big plus

STARTING DATE

- Ideally January 2021, to be discussed

DURATION

- 6 months with the possibility of a fixed position afterwards

BENEFITS

- Join a team where your contribution is valued and immediately visible
- Work in a fabulous industry with smart and fun people

Apply by sending your resume, cover letter and references to jobs@helvetiq.ch

Any questions? please call Aurélie at +41 78 712 77 29

Other open jobs? please visit <https://www.helvetiq.com/jobs/>

Basel, December 2020.