

Business Operations Intern

A Swiss skincare company is recruiting an intern. Candidates based in the French-speaking region of Switzerland are preferred.

Key Responsibilities

- Collect, organize and analyze information on industries, markets, companies and products.
- Assist in preparing business proposals, reports, PowerPoint presentations, emails and other business documents.
- Assist with project follow-up, partner communication and meeting preparation.
- Assist with selected finance, administrative and day-to-day operational tasks.
- Participate, as required by projects, in work related to skincare, beauty and consumer products.

Candidate Profile

- Fluent in Chinese and English; French is an advantage.
- Proficient in commonly used office software.
- Familiar with ChatGPT and other AI tools, with the ability to apply them effectively to research, analysis and daily work.
- Current Bachelor's or Master's student or graduate; university / Hochschule backgrounds are both welcome.
- Business, finance, economics, marketing, international business or related majors are preferred. Candidates with an academic background or relevant experience in cosmetic science, applied chemistry, biology/life sciences, beauty or cosmetics management will also be given preference.
- Detail-oriented and reliable, with strong information-organization skills, cross-cultural communication and coordination skills, and the ability to work independently.
- Able to travel occasionally when required.

Internship Arrangement

- Internship duration: 6-12 months.
- High-performing interns may have the opportunity to transition into a long-term position.
- Internship compensation to be discussed.
- Applicants must already have the legal right to undertake an internship / work in Switzerland. The company does not apply for or sponsor work visas or work permits.

Interested candidates are welcome to send a CV and a brief self-introduction to:
Yu.zhang@faascapital.com