

swissnex India offers attractive internships on a rotating basis throughout the year to open-minded, qualified, self-motivated university graduates and master students. The internships last 6 months and are located in the vibrant city of Bangalore, South India. swissnex India is currently recruiting a

Junior Project Manager “Entrepreneurship and Innovation” (Internship)

Duration 6 months (starts in July 2015), **Location** Bangalore, South India

Tasks

- Project Management and administration (40%)
 - Startup related event planning and project management
 - Organise in-house and external startup and entrepreneurship events, set-up exhibits, accompany delegations
 - Execution and leadership of specific duties related to innovation mandates (as defined per mandate) and support of overall operations of the team
 - Assist swissnex India CEO in administrative tasks as per requirement
- Networking, outreach and support (40%)
 - Attend startup related events, conferences, meetings in Bangalore
 - Proactive outreach for identifying, and recruiting Swiss startups and potential speakers from Switzerland
 - Manage communication between partners, sponsors, and other project partners
 - Conduct research for background information on specific themes of relevance to start-ups and/or innovation mandates
- Communications (20%)
 - Prepare content for swissnex India’s startup support activities such as blogs and pictures
 - Collaborate with communications team for emerging requirements

Opportunities

- Exposure to innovation institutions in India and Switzerland; additional exposure to academic and arts institutions
- Exposure to people and networks in the areas of innovation; additional exposure to people and networks in the areas of science and higher education
- Work in a multi-cultural environment (English as official working language)
- Continue to act as an Ambassador to swissnex India when back in Switzerland by engaging with Swiss Universities, Tech Transfer offices and Startup Promotion bodies in Switzerland for 'India as a startup destination for Swiss startups'
- Interaction and learning from a dynamic team with varied experiences and backgrounds
- Development of networking and project management skills

Requirements and profile

swissnex India is part of the Consulate General of Switzerland in Bangalore. Therefore, the following conditions and requirements of the Swiss Department of Foreign Affairs apply for our internship positions:

- **Swiss citizen or legal resident of Switzerland**
- Bachelor/ master degree (graduated within the last 12 months) or be a current university student studying for a master degree
- Superior written and oral English language skills
- Strong interest in startup ecosystem and event management
- Able to take directions and work in a team environment, as well as ability to work unsupervised
- Interest in hospitality & willingness to manage all admin related to events
- Flexible for occasional evening or weekend assignments

Application

Submit your CV and motivation letter by **10th of April 2015**. **Apply here** <https://swissnexindia.recruiterbox.com/jobs/fk0hhwd>
For questions, please write to Sarita Prakash (sarita.prakash@swissnexindia.org)