swissnex India/Consulate General of Switzerland in Bangalore 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 (start on 21st August 2017)

**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 Swiss 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**

Please apply [here](#) before 17th of April 2017. Applications without a motivation letter will not be considered.