



## Internship for a bilingual English/French (or trilingual English/ German/French) commercial and administrative assistant

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JPB is always on the search of young talents willing to support its business development.

As a trainee you will have the possibility to put into practice your competences in an international environment and to take part in the realisation of various projects.

### What we expect from you :

- an open mind, an ability to relate with people and a good sense of teamwork
- the ability of working independently
- good organisation skills and sense of responsibility
- a good sense of business, motivation and initiative
- professional use of MS Office, a good knowledge of presentation, photo and layout software
- **native speaker in English, fluent in French** and if possible in German
- Availability of at least 6 months
- previous professional experience or internship in management and/or marketing, preferably in an international environment.

### What you can expect from us :

- put into practice your professional key competences within a small team
- take part in different important projects
- improve your communication skills and your team work spirit to prepare you for your professional life
- experience challenges in an transcultural environment
- express your ideas and take your own initiatives



### Your possible tasks :

As an interface between our Commercial Director and our Senior Consultant for business development as well as the Director's and Project Assistant, you will be able to play a part in the following fields:

- client acquisition and service (commercial correspondence ; e-mailings, phone contacts, promoting workshops and events)
- support in marketing and commercial operations
- project administration
- regular market observation
- management of the business networkings
- creation and updating of presentation and moderation support
- standardization and formalization of JPB's know-how
- copies and translations
- working with the client database
- general support in daily business
- preparation of seminars and events

There's also the possibility to take part as an assistant in one of our workshops for international, especially French and German, leaders.

### Duration and Conditions:

- The internship should last for at least 6 months, longer periods are also possible and even appreciated.
- An internship agreement ("Convention de stage") is absolutely necessary
- recompense 30% of the SMIC (about 380€) plus 50% reimbursement of the monthly ticket "Carte Orange" for public transport.

### Application:

Send your CV as well as your application documents – in French if you're English - to:

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