

# Marketing Administration & Events Support Intern

Marketing · Lausanne · Intern · On site

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You will support the Marketing team with:

- Day-to-day marketing administration and coordination
- Event and congress preparation
- Vendor coordination and follow-up on deliverables
- Purchase order, invoice, and shipment tracking
- Maintenance of marketing trackers, files, and planning documents
- Inventory follow-up for booth materials, printed assets, and branded items
- Preparation of presentations, meeting notes, and internal updates
- Ad hoc marketing and communication projects as needed

## Job requirements

- Currently studying Marketing, Business Administration, Communications, Hospitality, Event Management, or a related field
- Available 2–3 days per week (50–60% workload)
- Organized, reliable, and detail-oriented
- Able to manage multiple tasks simultaneously
- Proactive and eager to learn
- Clear and professional communicator
- At least one year of experience in an administrative role
- Proficient in Microsoft Office, particularly Outlook, Excel, PowerPoint, and Word
- Good level of English; French and/or German is a plus
- Motivated by working in an international medtech environment where the work has real impact

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## Job benefits

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## Job benefits

- Meaningful hands-on experience within a professional Marketing team in a growing medtech company
- A flexible part-time role
- Exposure to Marketing operations, event management, and external vendor coordination
- The opportunity to contribute to real projects
- A collaborative and supportive working environment