

Internship – Business Administration

BACKGROUND INFORMATION

Skat Consulting Ltd. (Skat) is an owner-operated leading Swiss company specialising in international co-operation. We support governments, the private sector and civil society around the globe in improving people's lives by facilitating lasting solutions in water, building, energy and governance: www.skat.ch

Our work in building, reconstruction, and settlements focuses on proven products and solutions for cost efficient housing and social infrastructure (schools, social centres and health facilities). In our work on energy and climate, we link climate protection, renewable energies, community empowerment and poverty reduction through holistic approaches, which facilitate equal access to environmentally sound energy technologies.

OUR OFFER

We are looking for a student to **support our team**. With the internship we provide a student the **opportunity to gain first-hand experience** in a dynamic consulting company active in renewable energies in Switzerland and in international cooperation.

The intern is based in Switzerland (St. Gallen). The working time is 50 % with flexible working time.

Starting date is preferable April 01, 2023.

MAIN TASKS

- Support our corporate communication team (Social Media, Newsletters, Annual Report)
- Support the finance and commercial team with administrative tasks
- Participate in development of new compliance instruments and tools
- Participate in business development, e.g. support for developing new business models, preparation of project proposals

REQUIREMENTS

- Ongoing Bachelor's or Master's degree in economic
- Excellent organizational skills and ability to multitask, high motivation and commitment
- Proficient German and very good English skills
- Swiss residence permit

APPLICATION

Please submit your application to jobs@skat.ch by **March 15, 2023**.