

Consultant & Catalyst Intern (m/f)

BASEL FULL-TIME

We are looking for an intern to support our Catalysts in customer projects and to help our back office handle the administrative tasks that come along with a rapidly moving consulting startup. If you have a curious and open mindset, we'd love to hear from you!

About us:

We are a young consulting startup with the vision to catalyse the success of our customers in the Life Sciences industry. Instead of giving solutions that only fit the current problem at hand, we teach problem solving techniques and this way help our customers help themselves. Our purpose and values are more than just words, they're a way of life. Check out our [mindset](#) and see if it speaks to you.

What you'll be doing:

No coffee runs here! You'll have the chance to shape your internship with new ideas for products, sales campaigns or events. Above that, we'd like you to take over some of our administrative tasks which may include the following (depending on your skills and preferences):

- You'll support our Catalysts in customer projects, e.g. by creating project slides, by proofreading documents or by researching competitor information or sales opportunities
- You'll support Finance and Accounting
- You'll support Marketing activities, e.g. by preparing marketing slides, designing event posters, or writing marketing texts
- You'll manage social media (LinkedIn, Xing, Twitter) and the quarterly LIVEnews newsletter
- You'll join us for networking and sales activities

What you'll bring:

- You're currently enrolled at a university or have recently graduated
- You have heard about pivot tables and know how to create appealing slides in PowerPoint
- You have strong interpersonal and communication skills
- You're self-motivated, resourceful and able to work independently with little supervision
- You are a quick and curious learner
- You have reflected yourself and are conscious about what you want and what you care about
- You have an optimistic attitude

What you'll get in return:

As an intern with LIVEsciences, you get more than just work experience. You become part of the LIVEsciences organism. There aren't any hierarchies so you will be able to take on responsibility from the start and learn from within how a self-organizing company works. And as a plus: We're open to supporting your bachelor or master thesis while you're working with us.

The internship can be started at any time (the sooner, the better) and will run for at least 6 months. We won't need a traditional cover letter to see if you're a good fit. Just send us your CV and - if you have - references to action@livesciences.com. Please also drop us a few lines about your personal purpose and the difference you could make to our firm, as well as a heads-up on when you'll be able to start and how long you'd like to stay.