



Ipsos is a global leader in survey-based market research activities, present in 90 markets and employing more than 18,000 people. Our passionately curious research professionals, analysts and scientists have built unique multi-specialist capabilities that provide understanding and powerful insight into the actions, opinions and motivations of citizens, consumers, patients, customers or employees.

In Switzerland Ipsos is the largest market research company; we are a team of 117, from more than 20 countries and based in Geneva, Basel and Root.

We are looking for a:

## **Intern Marketing & Communication (6 months)**

**The Intern will have the following main responsibilities:**

- Support to organize 3-4 client online webinars / events (create invite texts, share invites with clients through our database, support to improve the visual appearance of our presentations, join internal pre-meetings, etc.)
- Manage our Ipsos in Switzerland LinkedIn channel (create / share posts, follow-up on comments, support building the network, etc.)
- Create our monthly Ipsos in Switzerland internal employee newsletter
- Support to build a network of contacts among Swiss media (e.g. identify right contacts, work on press releases)
- Be responsible for the maintenance of our client database (adding new client conducts, removing outdated contacts, etc.)
- Assist on all internal marketing & communication related topics & invites (e.g. all staff meetings)
- Support us in further improving the visual appearance of our presentations and study reports
- Support the quality management for online studies (e.g. review test links)

**Desired qualifications, skills and experiences:**

- University degree in Marketing / Communication or equivalent
- Previous professional experience in Marketing/Communication is not a must but a plus
- Excellent written and verbal communication skills in **German & English (both mandatory)** – French would be a plus
- A flexible and positive approach to all aspects of the work and challenges
- A good level of analytical and problem solving skills
- Strong interpersonal skills and an excellent attitude towards internal customers are expected
- Familiar with desktop software e.g. MS Office packages



**This internship will be based in one of our offices (Geneva, Basel or Root) depending on the candidate's location.**

**A written tripartite agreement is mandatory between the intern, the school and Ipsos Switzerland.**

If you recognise yourself in this description, then please send your application by email to: [Recruitment\\_Switzerland@ipsos.com](mailto:Recruitment_Switzerland@ipsos.com).

Our career page and our vacancies in Switzerland can be found at: [Professional vacancies | Ipsos](#).