



September 2017

## **Internship Opportunity –General Administration (Ref. IOE-intern-admin-2017)**

**The International Organisation of Employers (IOE)** The International Organisation of Employers (IOE) is the largest network of the private sector in the world, with more than 150 business and employer organisation members. In social and labour policy debate taking place in the International Labour Organization, across the UN and multilateral system, and in the G20 and other emerging processes, the IOE is the recognized voice of business.

The IOE seeks to influence the environment for doing business, including by advocating for regulatory frameworks at the international level that favour entrepreneurship, private sector development, and sustainable job creation.

**Internship Description :** The IOE is looking for an intern for its Headquarters in Geneva. Your tasks will involve, but will not be limited to:

### General office administration :

- Supporting the (senior) advisers in the organisation of high-level meetings and events
- Organising travels (booking flights and making hotel reservations)
- Updating database of contacts
- Front office tasks /reception
- Sorting and distributing post
- Providing general admin support to the Secretariat and undertaking any other related activities as called upon by the supervisors

### **Qualifications:**

- High school diploma or equivalent is required. Additional formal training /qualifications in administrative studies disciplines and office tools such as MS Office is highly desirable
- Fluent in Spanish and French, good knowledge of English
- Familiarity with and an interest in international institutions and business issues
- Strong organizational skills, flexibility, and ability to efficiently handle multiple tasks
- Ability to work with limited supervision and with strong attention to detail
- Swiss national or holder of Swiss resident's permit

### **Conditions :**

- **Starting date: 25 September**
- Based in Geneva
- Full-time schedule of five days (40 hours) per week
- Duration : 6 months
- Gross salary of CHF 1'800 per month

The IOE offers a unique opportunity to gain insights in global policy development, how this works from both a technical as a political perspective, how this influences business and how business interact with social partners, governments and NGO. The IOE team consists of high skilled professionals that have different backgrounds, both educational as cultural.

**How to Apply:**

To apply, please send a *curriculum vitae* and a cover letter in English expressing why you are interested in the position to [recruitment@ioe-emp.com](mailto:recruitment@ioe-emp.com) **at your earliest convenience and by 18 September at the latest.** Please note that the recruitment process might close before the deadline if the right candidate is found.