

Intern Back Office Assistance: IT-Support, Communications and Marketing 80-100%

Our internationally operating and market leading business based in Siders/Sierre (VS), is offering an internship for a minimum of 5 months in Marketing and Communications. We are looking for a competent person with a basic education in technologies and commerce plus advanced education in marketing, business administration, communications or commercial information technology.

You will be actively integrated and working independently from the first day on in the following areas:

- Organisation of the office and assistance of associates to optimize processes
- Sorting and distributing marketing and communications measures in a timely and creative manner
- Supervision of IT-support and development of data server solutions

Upon a systematic introduced to your area of responsibilities, you will continuously perform them as well as take on projects independently in the field of office management, online-/marketing, website management, IT-support, public relations and communications. In addition, you will support the associates in the field of administration and coordination of internal processes.

Excellent computer skills, an openness towards working with different CMS-systems, social media platforms, the worldwide web, data servers as well as high agility for IT-support and solutions are essential. Excellent and fluent language skills, both written and oral, in English are required, additional skills in French and German are a plus. A driving license is appreciated. The internationality of our business activity also requires a flair for and skills in international business as well as international experience.

We are looking for a highly motivated, resilient, independently working and cross-thinking person of action who is used to dealing with clients and partners and takes pleasure in working internationally. Your operational readiness, decision-making skills and analytical and conceptual abilities are above average and you have a natural sense of assertiveness. We welcome creativity, all age groups and origin as an added value.

The technical market leading position of plastocor-international SA is defined by highly specialised and patented protective coating technologies against corrosion/erosion in the cooling water cycle of the power industry. Since the 1950s, our technologies have been continuously developed and have successfully protected been applied in over 200 power plants, and most recently also in the Wind Energy sector, worldwide.

Company languages: English, French, German

Workplace: Sierre/Siders (VS)

Start date: As agreed upon for a min. of 5 months

Important: Organisational talent, ability to work under pressure, creativity, sociableness and flexibility

Please send your complete job application including motivation letter, CV, certificates and references to: admin@plastocor-international.com

Can also be seen as a possible career entry.

In case of questions, please contact: Joelle Lamon, 027 455 75 63.