

Job position: Zurich Office Intern

Start Date: from 1st November 2016

Duration: 4 months (60-100%)

Responsible for: Supporting the Delivery of Client Projects and Business Development activities in the area of Corporate Responsibility / Sustainability

AccountAbility:

AccountAbility is a leading global organisation providing innovative solutions to the most critical challenges in Corporate Responsibility (CR) and sustainable development. Since 1995 we have been helping corporations, non-profits and governments embed ethical, environmental, social, and governance accountability into their organisational DNA. Our unique value proposition brings together leading edge research, widely recognized standards, and strategic advisory services to deliver practical solutions for our clients. We are looking for an exceptional Intern in our Zurich office to support the delivery of client projects, work on ongoing business development activities and help raise awareness of AccountAbility's brand.

Job responsibilities:

CLIENT PROJECT DELIVERY

- Provide day to day support for new and current client engagements working with the project manager to provide high quality of service delivery
- Prepare quality client delivery documents
- Prepare, attend and debrief client meetings
- Work independently on selected parts of client projects

BUSINESS DEVELOPMENT

- Support all aspects of new business development activities, primarily in Switzerland but also in Europe
- Support the preparation of client presentations and proposals
- Develop a comprehensive prospects pipeline of companies and contacts in the required markets
- Support and contribute to Global AccountAbility research, knowledge management and marketing collateral initiatives

Skills & Qualifications:

PERSONAL SKILLS & QUALITIES

- Ability to prioritise, multi-task and work to deadlines
 - Ability to work as part of a small team, both independently and collaboratively
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- Strong analytical skills and attention to detail
- Excellent verbal and written communication skills
- Confidence in your ability to communicate with senior Executives over the phone and in person
- Excellent online research skills
- Ambitious, enthusiastic, self-motivated, independent, quick learner

QUALIFICATIONS, EXPERIENCE & SPECIFIC KNOWLEDGE

- Strong academic business related degree and/or work experience in CR / Sustainability topics
- A demonstrable interest and knowledge of CR / Sustainability issues
- Mother tongue German and fluency in English essential, with additional European language skills preferable
- Strong working knowledge of Microsoft Office (Word, Excel, PowerPoint)

Application Process:

To apply, please email your CV and covering letter, highlighting your suitability for the role to David Pritchett, Senior Manager at zurich@accountability.org

Please note that to apply you must be eligible to work in Switzerland.

For further information, please refer to our website www.accountability.org