

SB Conseil

International Business Transformation Consultancy

Office & Postal address: Route des Layeux 3, 1884 Villars-sur-Ollon

Email: jobs@sb-conseil.org

Website: www.sb-conseil.org



Consulting Intern (3-6 months)

Company Description

SB Conseil is a small specialist Swiss consultancy specialising in providing comprehensive and end-to-end guidance to SME's, particularly in Europe. The main office is in Villars-sur-Ollon, Switzerland, but a lot of the work is international and done in hybrid mode. The firm specialises in four main areas (see our website for a breakdown and explanation), and since 2018 has worked with more than 20 SME's around Europe, Middle East and Asia.

This posting is a full-time role that will include work across not only SB Conseil, but also in partnership with some of our partners and clients.

Job Responsibilities

The successful candidate will be engaged in a wide variety of tasks supporting both the SB Conseil team and its partners and clients. The candidate will:

- Support our team on various tasks and projects across our four specialty areas
- Production of documentation for both SB Conseil and its client base
- Carrying out market research and analysis for both internal and external use
- Aiding the social media and marketing officer in public relations, marketing and social media tasks
- Aiding with managing internal operations for SB Conseil

Candidate Profile

The ideal candidate will be required to have a strong academic background in an appropriate field of study, such as business, economics or finance. This would be preferably combined with some relevant internship experience in consulting, start-ups or corporate finance. A genuine interest for strategic consultancy and business is a must.

Key Competencies

- Possess strong analytical and numerical capabilities as well as proven ability to summarise and process information
- Mastery of Microsoft Word and Powerpoint, and quick ability to learn and master our internal technology (e.g. Wix, G-suite etc.)
- Accuracy and strong attention to detail, interdisciplinary approach to problem-solving
- Be able to work autonomously and display initiative
- Interact well in a team environment
- Possess a strong work ethic
- Be able to perform well in a fast-paced and ever-changing environment
- Good organisational skills and ability to run a variety of tasks at once
- Strong communication skills, notably written
- Fluency in English, French and German is a large bonus

Location: First two months in person in Villars-sur-Ollon with the director, before flexibility to work from wherever you wish. Accommodation can potentially be provided at small cost.

Duration: 3-6 months

Start Date: January or February 2024

Remuneration: Competitive

Deadline: 10. December 2023

Application Process

Please submit a detailed CV and covering letter around why you feel you would be a strong applicant to Sam Bidwell, Director & Consultant (jobs@sb-conseil.org) or through LinkedIn. We will not answer phone calls but are ok replying to email queries.

SB Conseil is a registered Swiss employer subject to national and cantonal labour laws. **Out of this reason we have a preference for applicants based in the Swiss Romande area of Switzerland. We will not be entertaining or providing support to receive work permits**, but can entertain applicants from all over the world who do not have a Swiss work permit, providing they can provide relevant documentation proving third party status.