

BlueOrchard Finance is a globally leading impact investment manager with offices in Zurich, Geneva, Luxembourg, Lima, Nairobi, Tbilisi, and Phnom Penh. The company was founded in 2001 by initiative of the UN as the first commercial manager of microfinance debt investments worldwide. To this day, the company has invested over USD 3.5bn in institutions across 70 emerging and frontier markets, providing access to financial and other services to over 30 million low-income individuals. Become part of this unique success story and join our fast-growing company in **Zurich, Switzerland**, as

## Intern HR-Office (6 months)

As part of the People & Development team, you will have exposure to a wide variety of HR related tasks and projects and help creating an exceptional employee experience in a multi-cultural environment.

### Your main responsibilities

- Support strategic HR initiatives;
- Support core HR functions;
- Independently manage smaller projects or project streams.

### Your skills and education

- Bachelor's degree, preferably in business administration or related field;
- Proficiency in Microsoft Office applications;
- Proficiency in English and German, French would be a plus.

### Your personal profile

- Self-starter with strong work ethics and positive energy;
- Proactive, result-driven, flexible with "hands-on" approach and willingness to perform administrative tasks;
- High attention to detail.

Please send your application file in ENGLISH, including CV, cover letter and transcripts with the subject line **"Application to Intern HR-Office"** to the following email: [jobs@blueorchard.com](mailto:jobs@blueorchard.com)

Please note that only shortlisted candidates will be contacted. Application deadline: 24 April 2017.

