

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 60 emerging and frontier markets, providing access to financial and other services to over 26 million low-income individuals. Become part of this unique success story and join our fast-growing company in **Zurich, Switzerland**, as

## Intern - Portfolio Management (6 months)

### Your main responsibilities

- Independently work on projects and manage stakeholder relationships;
- Support in portfolio management analysis, research and management reporting;
- Support in establishing various reports;
- Support sales and marketing activities, such as events, newsletters and due diligence.

### Your skills and education

- Excellent academic performance, preferably in finance, business administration or related field;
- Strong problem solving and conceptual skills;
- Well-developed communication and presentation skills;
- Ability to multitask and cope with time pressure in demanding situations;
- Proficiency in Microsoft Office applications, advanced VBA skills in Excel a strong plus;
- Proficiency in English, French would be a plus.

### Your personal profile

- Self-starter with strong work ethics and positive energy;
- Excellent team player with high service orientation;
- Proactive, result-driven, able to work in a fast paced environment, flexible with “hands-on” approach and willingness to perform both technical and administrative tasks;
- Reliable and committed;
- Flexibility in approach and willingness to assist other team members with their tasks.

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

Please note that only shortlisted candidates will be contacted. Application deadline: 28 February 2017.

