

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 3bn 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

HR/CEO Office Intern (6 to 12 months, full or part-time)

Your main responsibilities

- Provide an efficient and smooth support in the HR core functions;
- Facilitate Swiss payroll together with external partners and support the finance team;
- Contribute to global HR initiatives and solutions that meet key business needs and priorities;
- Track and document the employee performance cycle;
- Carry out independent research and analyses for various executive projects;
- Initiate, coordinate and implement smaller cross-firm projects;

Your education and skills

- Background in business administration, human resources, or related field
- Excellent skills in relationship management and a good sense for pragmatic solutions;
- Strong communication skills and ability to cope with time pressure in demanding situations;
- Proficiency in English and German, French would be a plus.

Your personal profile

- Self-starter with strong work ethics and positive energy;
- Excellent team player with high service orientation;
- 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 HR/CEO Office Internship Position”** to the following email: jobs@blueorchard.com

