

LIGENTEC is a young and dynamic company located in Lausanne, Switzerland. We are manufacturing Photonic Integrated Circuits (PIC) for customers in high-tech areas such as Quantum Technologies, LiDAR, Space Technologies and Biosensors. LIGENTEC All-Nitride technology enables our customers to develop their products in the industrial revolution 4.0.

We are looking for a(n):

Administrative intern

Your responsibilities:

- Be part of the administration team (HR, Accounting, Marketing, ...)
- General HR Management
- Creating and maintaining talent pipelines for current and future hires
- Talent sourcing across Europe
- Supporting current HR processes
- Writing down Process structures of the company
- Preparing shipments
- Prepare marketing materials
- Staff assistance in HR, IT, Accounting and Marketing

Your profile:

- Business administration degree / CFC d'employé de commerce
- Experienced user of Microsoft Office (Excel, Word)
- Open minded, communicative and with critical thinking
- Solution and goal oriented
- Ability to work in a team and independently
- Working proficiency in English. Good command of French is a plus
- Work/residence permit for Switzerland or Swiss/EU citizenship

Activity rate: 100%, 6 months

Place of work: EPFL, Innovation Park, Switzerland

Start date: as soon as possible

How to apply: We look forward to receiving your full application using reference 2210-IA, including 1) your CV, 2) a statement of interest (relating the position to your skills) and 3) grade or work certificates to hr@ligentec.com. Non-complete applications may not be considered.

