


## Internship offer 2025 - 2026 CFC Commercial clerk - Service and Administration

 **JC2033 International**, St-Prex, Switzerland

 **Start date:** August 18, 2025 for 12 months

 **Application deadline:** May 31, 2025

Are you completing 2 years of studies and looking for an internship to round off your training with a year's full-time apprenticeship at a training company? Then this job could be for you.

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### About us

JC2033 International is a non-profit association active in the organization of projects and events worldwide. Our team works from our office in St-Prex, with partners in over 60 countries.

 Discover our world: [jc2033.world](http://jc2033.world)

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### What you can do with us

A multi-faceted internship to develop your administrative and event coordination skills:

- Event organization
- Administrative and logistical support for the team
- Order tracking and material management
- Use of professional tools (Salesforce, MailChimp, etc.)
- Support for communications and social networks

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### Your profile

- At ease with IT tools (Mac & MS Office)
- Good oral and written English (min. B2)
- Autonomous, structured and reliable
- Sense of responsibility and good interpersonal skills
- Adaptability, team spirit and willingness to learn
- Interest in working in a multicultural environment

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### What we offer

- A motivating and caring work environment
- Flexible working hours
- An enriching and varied professional experience
- The opportunity to collaborate with partners from all over the world
- A team that enjoys working together

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### How to apply?

Send your complete application to Barbara Allan, Trainer - [ballan@jc2033.world](mailto:ballan@jc2033.world)

Documents requested :

- Cover letter
- CV
- 3 most recent report cards (ideally the intermediate grade 3 report card)