



Marketing Assistant Intern

Niveau : Stage ou apprentissage

Activité : Bank Syz

Bureau : Geneva

Support the Marketing Officer in the planning and execution of internal and external events (conferences, workshops, receptions, etc.), ensuring smooth operations, cost-effectiveness, and adherence to deadlines and budgets. Additionally, assist with day-to-day administrative tasks to ensure the efficient running of the department.

6 months, starting on 3 January 2026

Responsabilités principales

- Assist in planning events according to objectives and target audience
- Prepare and manage invitations (digital and print), track RSVPs
- Support promotional activities across social media and email campaigns
- Coordinate logistics: venue booking, catering, transport, equipment, goody bags
- Assist the Events Manager on site
- Liaise with vendors and suppliers (caterers, hostesses, technicians, etc.)
- Manage stock of event materials and goodies
- Handle orders of goodies, ensure delivery and distribution during events
- Execute administrative tasks (invoices, internal meetings organisation, ...)

Profil

- Knowledge of event marketing techniques and communication tools
- Skilled in project coordination and multitasking
- Strong organisational skills
- Experience or interest in stock and logistics management

Personal competencies:

- Hard-working and eager to learn
- Team player
- Discreet and reliable
- Meticulous and thorough in planning and execution
- Demonstrates a rigorous attention to detail
- Curious and agile thinker

Language requirements:

Fluent in French and English, with strong writing skills in both languages.
German proficiency would be an asset

IT skills:

- Strong working knowledge of Microsoft Office
- Familiarity with Canva or Photoshop – a plus

Education:

Bachelor's or Master's degree in Marketing, Communication, Event Management or Business School
A first experience or internship in event coordination and / or as an assistant is a plus