

<b>Position</b>	Communication Intern	<b>Starting Date</b>	1 <sup>st</sup> November 2024 (or later)
<b>Duration</b>	2 - 6 months	<b>Workload</b>	20-100%
<b>Location</b>	1350-Orbe, CH	<b>Issue Date</b>	07.10.2024

## Description

The Countdown Company is offering an open position for a communication intern capable of supporting our team on the enhancement of our external communication efforts.

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## Responsibilities

The intern shall be asked to provide support in:

- Creating and executing social media plans to engage external audiences
- Managing and analyzing social media platforms to engage with the audience effectively
- Auditing the current available media that could be used for communication purposes
- Developing and editing content for newsletters, social media, and other communication channels
- Managing communication schedules.

## Profile

- Bachelor's / Master's degree at ECAL (or equivalent, but optional)
- Self-motivated person, having participated in extra-curricular projects (e.g. student teams), or having completed personal projects involving hands-on work related to position
- Work efficiently and autonomously
- Fluent in English (mandatory), fluent in French (recommended)

## Working environment

The Countdown Company promotes proximity between designers, analysts, system engineers, manufacturing and test engineers. Our team members are also encouraged to get involved in all of the phases of a project's development process: from specification definition, design, analysis, manufacturing and assembly, all the way to testing and reporting.

We offer a unique opportunity to perform hands-on work in a non-corporate and pluridisciplinary environment, participating in projects of different scales for various industries: aerospace, watch making, food and special machine development. In addition, the intern will have the opportunity to experience firsthand the sales and management process of technical projects.

The Company's facilities are established in Orbe, Switzerland, where workshop and engineering office share the same roof. Our workshop is located on the ground floor, with all the necessary equipment for machining and integration. Then, all the activities related to our engineering office take place upstairs.

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## Application process

1. Documents to prepare:
  - o CV
  - o Motivation letter
  - o Project portfolio (opt.)
2. Send an email to [info@tcdc.ch](mailto:info@tcdc.ch), with the requested documents attached.