ADMINISTRATION INTERNSHIP IN SWITZERLAND
Ref. 871

DufEnergy Trading SA is an international, multi-energy trading company that is an affiliate of Duferco Group, a world leader in steel trading. It is based in the Switzerland’s 3rd financial marketplace, Lugano and performs wholesale power and gas trading in most of the European countries. Its team is composed of 60 highly qualified individuals with 15 different nationalities.

DufEnergy Trading SA is looking for a native German-speaking administrative intern to perform the following tasks:

- Payable and Receivable invoicing with counterparties;
- Confirmation of monthly payment nettings with counterparties,
- Preparation monthly recapitulation files for the Finance department;
- Respond to various internal and external information requests.

Professional requirements:
- A Masters or Bachelor’s degree with good grades;
- Proficiency knowledge of German and English languages (Italian language is a plus);
- Proficiency knowledge of Microsoft Office (especially excel).

Personal requirements:
- Highly motivated and precise person who is eager to learn new things;
- Pro-active and reliable person who has the ability to work under pressure;
- Person that is able to work both autonomously and within a team.

Internship conditions:
- 6-month internship with paid accommodation in Lugano;
- Possibility of full-time permanent employment.

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