



# ZUGVOGL

Scout, Screen & Secure top talent

[www.zugvogl.com](http://www.zugvogl.com)

## Internships in various functions

In support of our rapid growth, we are offering a limited number of graduate intern positions across all functions. We are looking for passionate and highly motivated graduates across all disciplines, with a strong interest in web technologies.

### What you would do:

General administrative support to CEO and project manager:

- Research and compile relevant data
- Process incoming and outgoing correspondence
- Technical support to CTO and web developers:
- Maintain ZUGVOGL database
- Update website and create content
- Work on special projects as assigned

### What we look for in you:

- Might be pursuing or have recently completed a graduate degree
- Excellent written and verbal communication skills in English and in German
- Strong working knowledge of Microsoft Office
- Well-organized and skilled at prioritizing and managing multiple tasks
- Highly organized, detail-oriented, follow deadlines, juggle multiple tasks, take initiative, and can manage your own workload

**If this sounds interesting to you, send us an email with your CV/LinkedIn profile and a few sentences about yourself to [jobs@zugvogl.com](mailto:jobs@zugvogl.com). We look forward to hearing from you!**