

## **Internship Business Administration / Management Assistant**

ABB Reportages contributes – since 1974 located in Dijon (France) – to build an audio-visual heritage based on the research of the true values beyond the borders, generations or beyond any kind of categorisation.

Anne Bramard-Blagny was a journalist in the “PROGRES DE LYON”, as well as in the newspaper “LES DEPECHES”. After 150 documentaries, conferences and articles which we do not count any more, Anne Bramard-Blagny is not especially dulled.

During your internship at ABB Reportages you will gain an exclusive insight into the film production operations. Interns will gain real work experience and they will learn to work among an international team! We are looking for interns who have the desire to learn, to work hard, and to bring ideas to the company and to the clients.

### **Your tasks**

- Assist the manager in day-to-day tasks:
  - managing tasks and deadlines
  - developing creative material
  - answering phone calls and mails
- Actively participate in the projects to support the manager and the team
- Undertake additional duties as requested
- Administrative work

### **Your profile**

- Currently studying business administration
- Self-motivated and committed individual
- Well organised with strong attention to detail and communication
- You work autonomously, you are proactive and result-focussed
- Very good MS-office skills
- Fluent in French
- Knowledge of English or German language is appreciated
- Additional European languages are appreciated

### **Additional information**

- Unpaid training scheme
- Flexible, as soon as possible
- Duration: between 1 – 6 months
- Applying possible the whole year
- Working week of 35 hours
- The intern will profit from a multicultural experience, learning new ways of thinking and working.

Does this job description fit your abilities and expectations? Then send us your application (CV & cover letter) in French, English or German.