

Business Administration Intern

Company Description

InSilicoTrials Technologies is a **fast-growing startup** aiming to **disrupt the healthcare industry** through **innovative digital solutions**.

We provide MedTech and pharmaceutical companies with **breakthrough technologies** that provide **novel product development processes**.

In 2020, we closed our **3.5M Seed funding round**, led by United Ventures which will allow us to **sky-rock our business**.

Job Description

In order to **nurture our worldwide development**, we are looking for a Business Administration Intern, who will be responsible for supporting the company on administration tasks therefore to be able to get aligned InSilicoTrials within internal requirements.

Your Tasks Include

- Support the management team in the business administrative, financial and HR tasks
- Create reports for administration topic
- Collaborate with other members of the management team to support internal communication and define processes
- Manage the HR activities, with the support of specialized consultant, for contracts, paycheck and everything related to employee and consultants
- Maintain detailed documentation, using proper technologies, of administrative and financial processes

About you

- You're currently enrolled in your bachelor's degree in Business Administration, Management Engineer, or equivalent
- You are fluent (or native) in Italian and possess a good command of English
- You are in Trieste or able to move to Trieste during your internship period [6 months]
- You are autonomous, rigorous, and result-oriented
- You are Confident with Ms Office and Outlook.
- You have multi-tasking ability
- You know how to adapt and find solutions, especially when there is little time!
- You are not afraid to try new ways of doing things in order to improve

What's in it for you?

- A modern office at the heart of Trieste with sea view
- A dynamic and international working environment to unleash innovative potential
- Trust and support to achieve your ambitions.
- Compensation of 500€ per month

Starting as soon as possible for a period of 6 months.

Join us and bring your curiosity to life!