



## Company

Addmin is a digital service facilitating the management of your personal administration.

Currently under development, our early-stage startup is looking for a junior entrepreneurs to help the company launch its service in fall 2019.

Our company is based in Lausanne, Switzerland.

## Why addmin?

Whether lost invoices, missed due dates or budgets' excesses, we all encountered situations where our administration was mismanaged.

And it sometimes gets on our nerves. This is caused by the opacity we have on our own, personal organization.

## Mission

We give you peace of mind, easing the efforts required to be up-to-date with your personal administration.

## Vision

The time, money and struggle we go through managing our own personal life, in a world where we photograph black holes, is unbearable.

Flying, or worse, lost papers are from the past.

We should all be able to have our personal stuff at hand, literally. It should remain highly secured, easy to access and always under control.

Our vision is to make that happen, digitally.

Live paperless.

## Position

Addmin is looking for a **junior intern** helping in various tasks such as operations, marketing & customer support.

The company will grow in the next months so the position will naturally evolve very quickly. Hence this job opening is an opportunity to get familiar with the startup environment, alongside founders with strong track record.

## What you need

- A meticulous personal organisation - we are looking for organisation freaks
- Strong interest for the digital industry and its evolution
- Previous experience in a fast-paced environment is highly valued
- Working proficiency in **german** mandatory - french and english a strong plus
- Capacity to do more with less, startup style
- Natural will to learn and get surprised every day

## What we offer

- Unconventional startup position within a very early-stage project
- Freedom to come up with creative solutions
- Cool office in the centre of Lausanne

**Start date:** mid-august 2019

**Duration:** 4 to 6 months

**End date:** To be discussed

**Salary:** CHF 1'250.-, to be discussed

**This position should lead to a permanent position within the company.**

Curious? Do not hesitate to apply directly via e-mail and we'll get back to you very shortly.

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