Do you enjoy organizing and coordinating and would you like to manage the training and events for us?

NEXON MEDICAL

We are a young, growing service company in the medical technology sector based in Oberkirch/ Sursee (LU). Our focus is on minimally invasive treatment methods in spinal surgery and the continuous development of our portfolio. Our customers include Swiss hospitals and clinics, which we supply with instruments, implants and biomaterials. Our customers can count on individual advice, professional surgical support and a comprehensive product portfolio ranging from unique cutting-edge technologies to cost-effective solutions.

We offer national and international training programmes and courses for surgeons, organise symposia, and participate in trade fairs and congresses. As an intern, you will gain insight into the diverse tasks involved in organising these events and acquire valuable practical experience.
This position is particularly suitable for someone who has completed their Matura or vocational education and is taking a gap year before starting university or further education. It can also be a good opportunity for someone taking a year between a Bachelor's and Master's degree.
Additionally, this internship offers an excellent opportunity to individuals to gain local work experience, start their professional career, or re-enter the workforce.

Internship Event Management

Start: Immediately or by arrangement
Workload: 60-100%

Your possible area of training and responsibilities

- **Organization of national and international training courses for doctors as well as symposia, trade fairs and congresses**
  - Assistance with invitation management
  - Assisting with the preparation of course documentation
  - Setting up the training rooms
- **Responsible for the hospitality management of guests**
  - Booking flights and accommodation
  - Organization of catering
  - Looking after guests on site
- **Product Management & Sales Support Collaboration and support in endoscopy product management**
  - Assistance to the management
  - Collaboration in sales support (order processing, organization of surgeries etc.)

Your Profile

- High school diploma
- Organizational talent, enjoy managing and coordinating & high level of service and customer orientation
- Reliable, independent and responsible way of working with drive
- Proactive, committed & selfpropelling
- Very good English, preferably German, language skills in any other language are an advantage
- Driver's license. Category B
- Willingness to occasionally travel and support events outside normal office routines

What we offer you

- Very interesting, versatile 12 up to 18 months internship
- Real responsibility from day one, with support from an experienced team
- An excellent opportunity to gain professional experience before starting your studies or continuing your education
- Entry into the medical technology industry in a future-oriented, growing company with innovative products and services

What you'll do

This is a hands-on role in a dynamic and varied environment, where you'll quickly take on responsibility and learn by doing. In the office, you'll work on planning, coordination and preparation, while training courses, congresses and events will give you the opportunity to step into the action and develop your skills in real-life situations.

You'll be encouraged to take initiative and jump into the deep end early on — with an experienced coach by your side to guide, support and challenge you along the way. If you're curious, enjoy working with people and are eager to grow through hands-on experience, you'll feel right at home in this role.

Does this appeal to you

We look forward to receiving your complete application materials for this or any of the other open positions (see www.nexonmedical.ch and www.stoecklimedical.ch) by email at the following address: hr@stoecklimedical.ch
We're also happy to answer your questions by phone (Ms. Luana Banz, 041 925 66 66) – we look forward to hearing from you.