



Internship Operations, Finance & Administration 60-100%

About GNL Footwear

GNL's mission is to inspire people to live a happy and healthy lifestyle through walking. We develop innovative footwear that supports natural movement, well-being and long-term health. As a growing international company, we are expanding into new markets and building a strong global presence. Our team combines passion, innovation and a shared vision: making movement more accessible, enjoyable and sustainable for everyone.

Your Profile

- Registered student in Business Administration or a related field
- Strong English skills; German is an advantage
- Interest in operations, finance and administrative processes
- Confident in MS Office (especially Excel); ERP experience is a plus
- Structured, detail-oriented, and hands-on mentality
- Clear communicator, proactive, comfortable working independently and in a team

Your Responsibilities

- Maintain and update ERP data, Excel sheets, process documentation and internal reports
- Manage B2B and B2C orders (processing, tracking, documentation)
- Communicate with logistics partners, suppliers and internal stakeholders
- Assist Operations & Logistics Manager in projects and daily operations
- Support customer service and after-sales for B2B/B2C customers
- Contribute to expansion initiatives, process improvements and new projects
- Support finance tasks such as invoice processing and simple analyses

What Awaits You

- A paid internship (6–12 months, 100%, CHF 1,000/month)
- Join a small, close-knit team where your contribution is visible and appreciated
- Flexible working options: Adapt your internship to your schedule
- Take responsibility from day one across operations, administration and customer service
- Growth opportunities: Learn directly from experienced team members and benefit from individual development

Become part of GNL and help shape a growing, international business. We look forward to welcoming you to our motivated and passionate team!

Interested? We look forward to getting to know you. Send us your application by mail :
maja@gnlfootwear.com