



Ava is a digital health company with offices in Zurich, San Francisco, Belgrade and Makati that aims to advance women's reproductive health by bringing together artificial intelligence and clinical research. Our wearable device, smart app and proprietary predictive algorithms empower women by giving them unique clinically researched insights and personalized data about their menstrual cycle, fertile window, and pregnancy delivered in a way that's convenient and non-invasive. Ava was voted Best of Baby Tech at CES 2017, named a Women's Health "Editors' Choice" product and has been honoured as the best Swiss startup in 2017 and 2018. Our current key markets include USA, Germany, Switzerland and UK.

Would you like to join us on our challenging adventure? To strengthen our team, we are looking for a:

Intern in Finance/HR/Admin (80-100%, 6-12 months)

Location: Zurich, Switzerland

Responsibilities:

- Contribute to the handling of the accounts payable and expenses
- Take care of the collection of receipts and accounting for the company credit card
- Support the transaction and settlement process
- Contribute to establishing the monthly and annual management accounts and the financial reporting process
- Manage the training records and provide support for various other HR processes
- Help with general document management, filing and record keeping
- Take responsibility for general office management tasks including the organization of team events

About you:

- Bachelor or Master's in Business Administration, Finance, or Controlling
- Outstanding Excel skills and ability to deal with high volume of data
- Strong analytical and quantitative skills
- Fluent in English and German (written and verbal practice)
- Hands-on, "can do" attitude
- High self-motivation and sense of responsibility
- Enjoy working in an international, dynamic environment
- EU or Swiss citizen, or valid Swiss work permit

This role provides learning and development opportunities across the spectrum of Finance, HR and Administration with space for your own initiatives. The aim is for you to have your own responsibilities within a short time and enable you to make a difference for the entire team through your work.

Would you like to contribute to a highly motivated team, with a lot of space for your own initiatives? If yes, please apply **online** or send your complete application to recruiting@avawomen.com.

We appreciate that you share our excitement for Ava. Please be aware that only complete applications (CV and motivation letter) can be considered.

Ava – Revolutionizing women's health

Sandra Erismann, CFO

Should you not hear back from us within 4 weeks your application has unfortunately not been successful for the respective role.