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| **Sector** | **Operations Department** |
| **Duration** | June-July |
| **Attachment** | 6 Weeks |
| **Employers** | * Global Venture Alliance (GVA LLC) |
| **Learning Objectives** | |
| * To gain hands-on experiences through business operations * To get a better understanding of the internal structure of an innovative company * To experience the Russian working culture for broadening horizons and to enhance communication skills | |
| **Job Description** | |
| **Roles & Responsibilities**  Interns are expected to:   * Work with documentation * Coordinate/communicate with contractors * Help in ensuring viability of the office * Negotiate with partners * Assist in organizing and holding events * Work on the grounds of co-working * Execute custom tasks * Conduct market research/analysis on services’ providers * Fulfill assignments of COO | |