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| **Sector** | **Operations Department**  |
| **Duration**  | June-July |
| **Attachment** | 6 Weeks |
| **Employers** | * Global Venture Alliance (GVA LLC)
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| **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
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| **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
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