



Foundation for Armenian Science and Technology

ADMINISTRATIVE INTERN

Internship Description

FAST is looking for an enthusiastic and hardworking intern, ready for new challenges! The intern will support the Administrative unit with various tasks, undertaking a variety of administrative functions including filing and data entry and assisting with overflow work from various departments, providing office services by implementing administrative systems, procedures, and policies, and monitoring administrative projects. The intern will be assigned a supervisor who will identify project goals and learning outcomes, inspire, mentor and support his/her professional development. Please note that internship program is unpaid.

Key Skills and Qualifications:

- Excellent written and verbal communications skills
- Excellent document management and detail-orientation
- Ability to act independently and work with team members of all levels
- Ability to meet deadlines and work under pressure as part of a team
- Good research and data compilation skills
- Proficient in MS Office package, Google Docs and Google Sheets.
- Excellent command of English, Armenian and Russian.

Application procedure:

All interested candidates are kindly requested to submit their CVs by email to internship@fast.foundation. Please indicate "Administrative intern" in the subject line of your email. FAST is grateful to all interested applicants; however, only shortlisted candidates will be contacted for the interview.

About FAST:

Foundation for Armenian Science and Technology (FAST) is conceived as a comprehensive platform to foster technological and scientific breakthroughs in Armenia. FAST aims to revive the country's strong Science, Technology, Engineering and Mathematics (STEM) traditions, establishing a favorable regime for the innovative

environment, fostering science and technology education, and actively developing a venture capital ecosystem. One of the most pivotal tasks of FAST is to engage tech and scientific communities in raising the profile of Armenia as a hub for technological and scientific discoveries and developments.

Application deadline:

September 27, 2019

Note: Employment decisions are made without regard to race, religion, national or ethnic origin, sex, sexual orientation, gender identity or expression, age, disability or other characteristics protected by law.