



NAVIGATORS WANTED

Intern Project Management (m/f) | full time | 3 - 6 months

At ... and dos Santos we create a better world for tomorrow. We are explorers in an ocean of endless possibility. With our work, we want to inspire society to be open to the vast opportunities in digital innovations, and to create extraordinary experiences for our clients and their customers.

The heart of ... and dos Santos is our international collective of high-profile opinion leaders, experts and distinguished creatives. These include scientists, designers, software developers, directors as well as photographers, musicians, authors, fashion designers and more. Our model highlights the ways in which innovation and creativity are utilized today to deliver unique concepts, ideas and execution to our clients, e.g.: Accenture, Coca-Cola, Deutsche Bank, Emsa, Falke, ImmobilienScout24, L'Oréal, Olympus, Red Bull, Vodafone and Walt Disney. To strengthen our team, we are looking for passionate and focused minds to navigate through new worlds with curiosity, paving the way for remarkable experiences and developments within our community.

As an Project Management Intern, you will support the entire innovation process — from the set up and organization of our workshops to the design of the Lab Team and selection of tools. Whether in the evolution or development of concepts, or in the subsequent implementation of new campaigns or products, you support the team, help to control the budget and monitor the timing. You support the research, create overviews and project reports. You support the office management and take over administration task. You share our passion for digital projects (AR, VR, AI, mobile, ...), new technologies (robotics, sensors, EEGs, ...) and innovative design.

RESPONSIBILITIES ...

- Project planning and implementation, control contractual and commercial agreements, support the project team in terms of timing, coordinate meetings, delivery of subtask.
- Creation of regular project reports, preparation of company and brand reports
- Updating our website (integration of new creators, update of news, etc.), development and implementation of our trend-letter, research, selection and posting of innovative projects
- Support the preparation of creative workshops, conferences and other project activities
- Provide administrative support



ROLE REQUIREMENTS ...

- Studying business administration, media management, communications, or other
- Basic understanding of marketing communication, communication programs and campaigns
- Good overall advertising and business understanding
- Excellent communication and interpersonal skills
- Experienced user of Mac OS X, iWorks, Microsoft Office
- Fluent written and spoken German, fluent written and spoken English

PERSONAL QUALIFICATIONS ...

As our Project management Intern, you should have the ability to communicate effectively with senior creatives and clients. You therefore need to be self-driven, results-oriented with a positive outlook and a clear focus on high-quality output. You need to be reliable, tolerant and determined — an empathic communicator, able to see things from other points of view. You easily get along with others as a team player and are flexible and open minded towards new challenges. Most importantly, you should have a love for continually learning new things and improving your work. Let us know in your application which of our past projects inspires you most and why.

WHAT WE OFFER YOU ...

... and dos Santos offers you the chance to gain first-hand experience in the fields of digital transformation and disruptive technologies. You will manage exciting tasks, bringing to life your innovative ideas — from conception to implementation. You gain access to an exclusive environment of diverse experts, opinion leaders and distinguished, international clients. We have confidence in your abilities; we appreciate your experience and opinions, and give you the space needed to grow and develop. Become part of our team of inspiring and creative explorers.

Interested? Find out more about us at anddossantos.com, and send your application, earliest entry date and portfolio to Jutta dos Santos Miquelino (hr@anddossantos.com). Thank you!