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as a team globally.



forv/s
mazars

Commercial Intern (Marketing, Communication & Business Development)

(100%, fixed-term – 5 months)

About this position



We are looking for a proactive Commercial intern to support our Marketing, Business Development and Communications team. This internship offers hands on exposure to how a professional services firm manages client development, commercial pipelines and marketing operations.

The role has a strong focus on CRM and commercial operations, with additional involvement in (digital) marketing and communications. You will work closely with experienced colleagues, supporting data quality, reporting readiness and day to day coordination across marketing and business development activities.

This role is well suited to someone who enjoys working with data, systems and processes and who wants to understand how commercial decisions are supported in practice.

[Apply now!](#)

What you will learn:

- How marketing, communication and business development work together in a professional services firm
- How CRM systems support client development, forecasting and decision making
- How pipeline discipline and data quality impact commercial performance
- How to collaborate with stakeholders and manage operational priorities in a fast-paced environment

Key tasks:

CRM support (Salesforce)

- Support Salesforce data quality across accounts, contacts, and opportunities
- Maintain data hygiene including ownership updates, offboarding clean up, and contact maintenance
- Review pipeline quality including opportunity stages, next steps, and ownership
- Support email deliverability through contact accuracy and bounce management
- Contribute to reporting readiness through consistent opportunity documentation
- Create and update Salesforce training materials and support an intranet-based learning centre

Business development and marketing/digital marketing operations

- Maintain and update the Associations and Chambers calendar
- Assist with outreach operations such as contact clean up and invitation deliverability fixes in coordination with relationship owners
- Prepare a light monthly update on progress and selected commercial metrics
- Support selected digital marketing activities such as website updates and Social Media (LinkedIn, Instagram...) content as required
- Assist with the coordination of strategic sponsorships and client event

Talent:

- Currently enrolled in, or recently graduated from, a degree in business, marketing, communications, or a related field
- First experience through internships, student roles or projects in marketing, business development, operations, CRM or professional services is a plus
- Comfortable working with data and systems; interest in CRM and willingness to learn quickly (Salesforce experience is a plus)
- Strong attention to detail and a structured way of working; able to manage multiple tasks and deadlines
- Confident communicator and team player; collaborates openly and reliably with colleagues and stakeholders
- Strong writing skills and clear thinking; ideally able to work in German, English (French a plus)
- Comfortable with common digital tools (Excel, PowerPoint) and basic reporting
- Interest in digital marketing topics such as website updates and social media support (LinkedIn); familiarity with CMS tools is a plus
- Curious, proactive, hands-on and happy to roll up your sleeves where needed

Why Forvis Mazars:

- You work in a hands-on, professional environment and gain real insights into marketing, CRM and commercial decision-making.
- You will work in a motivated, knowledgeable team with opportunities for mentoring.
- You collaborate closely with experienced colleagues and build practical skills relevant for a career in marketing

and business development.

- Ideal as a full-time internship or mandatory internship for students or recent graduates looking to enter the marketing field.

At Forvis Mazars inclusion and diversity are central to our values. We recognise that being an inclusive and diverse organisation makes us stronger as a business.

We seek to attract and recruit people who reflect the diverse nature of our clients and communities, regardless of ethnicity, nationality, disability, faith or belief, social background, age, sexual orientation and gender identity. Forvis Mazars selects candidates based on skills, knowledge, qualifications and experience.

Apply now!

Forvis Mazars Group SC is an independent member of Forvis Mazars Global, a leading professional services network. Operating as an internationally integrated partnership in over 100 countries and territories, Forvis Mazars Group specialises in audit, tax and advisory services. The partnership draws on the expertise and cultural understanding of over 40,000 professionals across the globe to assist clients of all sizes at every stage in their development. In Switzerland, Forvis Mazars relies on over 400 professionals in ten different offices.
forvismazars.com/ch

We would not consider sent profiles by recruitment agencies.

Additional information

Position type **Intern**

Entry date **as of now**

Work experience **Student Graduate**

Locations **Zurich**

Responsible

Editra Toska

Talent Acquisition Specialist

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