

MaxWell Biosystems is a well-established technology leader dedicated to boosting scientific breakthroughs and accelerating drug discovery. Our cutting-edge, easy-to-use platforms with high-density microelectrode arrays empower researchers in neuroscience, stem cell engineering, neuroengineering, and other applications to gain unparalleled insights into neurological diseases, therapeutic development, and beyond. By providing advanced technology to scientists globally in academia and pharma, we aim to transform scientific research and contribute to significant advancements in health and medicine. Join us in our mission to push the boundaries of scientific discovery.

Events & Logistics Support Internship

(40-60% internship, 6-9 months)

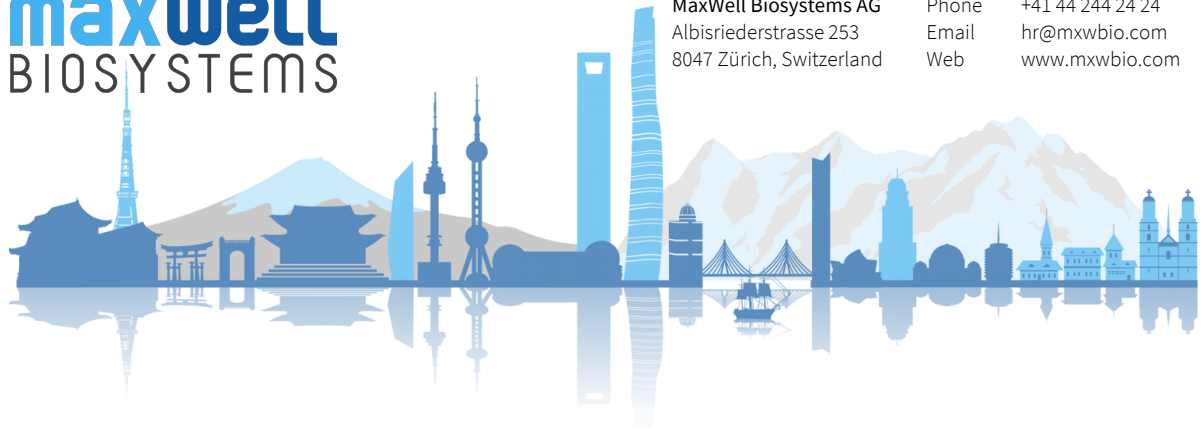
As we expand our global presence, we are looking for a highly organized and proactive Events & Logistics Support Intern. You will work closely with our Marketing and Operations teams to ensure our participation in scientific events—such as conferences, trade shows, and exhibitions—runs smoothly from preparation and shipment to post-event quality checks. This is a hands-on role where attention to detail and strong organizational skills will make a direct impact on our brand presence in the scientific community.

Your Responsibilities

- Organize participation in scientific events, including preparation of posters, booth materials, and promotional items
- Track and manage deadlines for multiple international events to ensure timely preparation and participation
- Coordinate with internal teams to confirm the company's participation details (e.g., poster, booth, talk) and ensure all stakeholders are prepared ahead of event dates
- Monitor inventory levels to ensure sufficient stock for events and place orders online as needed
- Prepare shipment details, including address and packing list, for our logistics team
- Coordinate with logistics to ensure timely and accurate delivery of materials for events
- Support the assembly and preparation of booths prior to shipment
- Disassemble and inspect the booth upon return for quality control and storage readiness
- Maintain accurate records of event assets and supplies

Your Profile

- Currently pursuing or recently completed a Bachelor's degree in Business Administration, Marketing, Communications, Logistics, or a related field
- Highly organized with strong attention to detail and the ability to manage multiple tasks simultaneously
- Comfortable working in a fast-paced environment with changing priorities
- Good communication skills in English (spoken and written)
- Proactive, reliable, and able to work independently as well as in a team
- Basic proficiency with productivity tools (Microsoft Office or Google Workspace)
- Interest in event organization, marketing, or logistics is a plus



Are you motivated to work at the intersection of science, event organization, and operations? Do you want to gain hands-on experience in supporting world-class events that drive innovation in neuroscience and drug discovery? Join MaxWell Biosystems and contribute to advancing science and improving human health. You'll work in an international, multidisciplinary environment, collaborating with passionate experts who value curiosity, ownership, and impact.

Ines Blanc Giro looks forward to receiving your application documents (cover letter and resume) by email at hr@mxwbio.com.