

PATRIMONIUM is an independent Swiss asset management company of alternative asset classes in the areas of real estate, private credit, infrastructure and private equity. Today, Patrimonium and its affiliated companies manage approximately CHF 5.5 billion for a large number of institutional and private investors and employ more than 70 people in Crissier/Lausanne, Zug and Zurich.

Patrimonium is seeking a motivated and detail-oriented student to join its team in **Crissier/Lausanne**, and support a strategic, firm-wide data management and digitalisation initiative.

Data Operations Intern 50% (m/f)

The internship will focus on collecting, extracting, validating, and organising data, using AI-powered tools such as Microsoft Copilot to streamline document review, data extraction, and quality control, while supporting the enhancement of the firm's central data platform.

The role offers hands-on exposure to investment management data, modern data practices, and emerging AI technologies in a dynamic and entrepreneurial environment.

Key Responsibilities

Data Collection & Data Migration

- Review and analyse NAV files, fund reports, quarterly reports, portfolio reviews, valuation reports, PDFs, Excel files, and other internal documentation.
- Extract and structure key investment data, including:
 - Net Asset Values (NAV)
 - Income Statement
 - Fund and compartment information
 - Investment performance metrics
 - Asset-level characteristics
- Validate collected information and reconcile data across multiple sources.
- Support the migration and population of data into the company database.
- Identify data inconsistencies, gaps, and quality issues and propose corrective actions.

Data Analytics & Reporting

- Work closely with the project team to support ongoing database development.
- Assist with testing newly developed functionalities and validating outputs.
- Support user acceptance testing (UAT) activities.
- Help maintain data integrity and consistency within the platform.
- Document data sources, business rules, and procedures.

Operational & Analytical Support

- Prepare ad-hoc data analyses and reporting requests.
- Assist with data cleansing and standardization initiatives.
- Support quick fixes, troubleshooting, and database user queries.
- Participate in project meetings and provide updates on progress and findings.

Profile & Skills

- Student or recent graduate in Finance, Economics, Business Administration, Data Analytics, Information Systems, or a related field.
- Strong attention to detail and ability to work through large volumes of information accurately.
- Advanced Excel skills.
- Experience with Power BI or similar data visualisation tools.
- Basic knowledge of SQL and relational databases.
- Comfortable working with structured and unstructured datasets.

- Interest in artificial intelligence, data management, and process improvement.
- Analytical and organized mindset with strong problem-solving skills.
- Ability to work with large volumes of structured and unstructured data.
- Good communication skills in English; French or German is an advantage.

Internship Position

- Start Date: 1 November 2026
- Duration: 6 months
- Location: Crissier/Lausanne

Ready to take on the challenge?

Submit your complete application package (CV, cover letter, and supporting documents) via our [recruitment portal](#).

We look forward to getting to know you!