

ID Quantique (IDQ) is the world leader in quantum technologies with applications in the field of sensing and security. IDQ is organized in two business units. In its Quantum-Safe business unit, IDQ develops and commercializes cryptographic solutions, designed to protect data for the long-term future against threats such as quantum computing. The company provides quantum-safe network encryption, secure quantum key generation and quantum key distribution solutions, as related services to the financial industry, enterprises and government organizations globally. In its Quantum Sensing business unit, the company develops and commercializes optical instrumentation products.

As the world leader in quantum technologies, IDQ is a fast-growing company, creating new activities in new markets, worldwide. Following a major investment in early 2018 by SK Telecom, Korea's largest telecom operator, and to support the growing resultant commercial and operational needs, IDQ is looking for :

## Internship in policy and internal standards management (6 months)

IDQ is mutating from a small-size company to a medium-size one. This mutation is performed under the guidance of a large-size Korean company called SK Telecom. One of the key actions that are on-going for a successful growth is the establishment, the use and the maintenance of policies and internal standards. The aim of this action is to uniformize IDQ workflows, procedures and documents across the different business units, departments and worldwide spread locations.

Within policy and internal standards management activities, the knowledge sharing manager and the quality manager are looking for an intern helping them in the establishment, testing, deployment, support and maintenance of policies and standards related to their respective fields.

### Key Functions and Responsibilities:

Main task of this internship:

- To set-up and deploy policies and standards including process flows, procedures, document templates, monitoring system related to the whole product lifetime (from product definition to product support and maintenance).

Secondary tasks:

- To assist Knowledge Sharing Manager in this newly born activity at IDQ.
- To assist Quality Manager in redacting and maintaining quality process flow charts, procedures, templates.

### Desired Profile:

- Dynamic and motivated person aiming at working in a business environment in quick mutation
- Excellent communications skills (oral & written) in English and French. Korean is a plus

- Knowledge in business management processes
- Excellent knowledge of Microsoft Office (Word, Excel, PowerPoint, Visio) is compulsory
- Good analytical skills
- Knowledge in knowledge sharing management and quality management is a plus

**The position is open immediately.**

**To apply please send a full dossier including a motivation letter to :**

**[internship@idquantique.com](mailto:internship@idquantique.com) mentioning **HEG Intern** in the Object section.**