

Trainee – Foreign trade / International department

The Chamber of Industry and Commerce for Munich and Upper Bavaria is the biggest chamber in Germany with around 360.000 members. We represent our members' interests and assume different duties from the government for our members. Furthermore, we safeguard fairness and sustainability in the business field.

We are seeking enthusiastic trainees for the International department / division Europe

Your duties and responsibilities:

- Support in planning, organising and attending country specific and specialized events
- Helping to organize delegation trips
- Processing and answering customer enquiries regarding their activities abroad in Europe
- Collaborating in the composition of our Internet presence
- Correspondence with institutions and partners working on the field of economics and politics (i.e. ministries, chambers of foreign trade, European Commission, etc.)
- Preparation of presentations and speeches
- Analyze studies and statistics
- Wide range of research work
- Assistance in day-to-day business

Your profile:

- Very good German and good English skills (oral and written)
- Business knowledge background
- Computer skills (Word, Excel, PowerPoint)
- Any previous office experience is an advantage
- Proactivity, organising ability, communication skills, teamwork and target-oriented capabilities

We offer:

If you are interested in learning about the problems that medium-sized enterprises face in their business abroad, in assisting in the search of solutions to these problems, at the same time as you gather interdisciplinary and specialised knowledge, we offer you a fascinating opportunity in the heart of Munich and the chance to get to know German Business Life! If you need further information about us, please visit our website: www.muenchen.ihk.de

Did we raise your curiosity? Send us your application to:

Industrie- und Handelskammer für München und Oberbayern,
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