

ERASMUS internships offer by the consortium EDUCA

CZECHTRADE – GERMAN OFFICE

EMPLOYER INFORMATION	
Receiving organization (name, address)	CzechTrade, Dittrichova 21, Praha 2
Short Description of the organization/company	Government trade promotion agency of the Czech Republic. Its main objective is to develop international trade and cooperation between Czech and foreign entities.
Contact	educaops@gmail.com

PLACEMENT INFORMATION	
City, State	Düsseldorf, Germany
Description of activities the student will be involved in	Supporting administrative activities in the office Involvement in individual CzechTrade services – communication with czech as well as german businesses, search for business contacts, translation, cold calls and introduction to the german partners, final reports Supporting services at Trade Fairs in stands organised by CzechTrade, representation of exhibiting firms and agency, ad hoc translation
Department / Function	German foreign office - intern
Duration	2 - 5 months
Working Hours/Weekly Hours	Full time (30-40 hrs/week)
Help with finding Accommodation or any other Contributions or help from the organization	Yes – helping with finding Accomodation
Other	-

REQUIREMENTS	
Trainee	Student, Graduate
Computer skills	Intermediate knowledge of MS Office package programs. Mainly MS Outlook, Excel, Word, PowerPoint
Oral and written language skills	B2/C1 German, B1/B2 English, fluent Czech
Drivers license	-
Other requirements	-
Work areas	<ul style="list-style-type: none"> • Administration and business • Economics • International business

Experience of our participants are found on our website www.educaops.eu
For more information don't hesitate to contact your Erasmus coordinator or Educa o.p.s.