

## ACCIÓ Catalonia Trade & Investment (Korea Office) Government of Catalonia

### Internship Program Announcement

**May 2022 – July 2022 (3 months)**

**-ASAP-**

### For Yonsei University

#### ■ About us:

Catalonia Trade & Investment is a governmental agency dedicated to helping Catalan companies, startups and technology centres compete globally. Our endeavour is to foster internationalization, innovation and promote inward investment in Catalonia. Our headquarters are in Barcelona City, and we count with 40 global branch offices, covering a range of 100 markets. We offer field-based trade, investment and innovation counselling and advocacy and customized solutions to enter markets.

#### ■ Program Details:

- **Position:** Intern.
- **Number of Recruits:** 1 person.
- **Location:** Leema Bldg, 42, Jong-ro 1-gil, Jongno-gu, Seoul, 03152, Republic of Korea.
  - *Following the Government safety guidelines and our internal protocols, teleworking may be required.*
- **Work Hours:** 9 am to 6 pm from Monday to Friday (40 hours/week).
- **Duration:** 3 months.
- **Compensation:** The intern will receive a modest stipend to cover transport and meal expenses.

#### ■ Duties and Responsibilities:

- An internship with the Korea Office of Catalonia Trade & Investment offers the opportunity to become familiar with project-based fieldwork of international business in **Trade, Innovation and Entrepreneurship**.
- The intern helps organize and implement a project, helps with research and reporting requirements, data entry and communicating with companies in Korea.
- The Internship Program aims to provide university seniors with “hands-on” experience working for Catalan and Korean companies.
- The Program is uncompensated and designed to encourage students to consider careers in the international business field.

## ■ Requirements:

- University student majoring in **Business Administration/Economics** is preferable.
- Legally eligible to work in Korea.
- Excellent writing and communication skills.
  - **Fluent in Korean.**
  - **English or Spanish** in the communication level is required.
- Proficiency in using MS Office.
- Good organization and time management.
- Capable of **working efficiently and effectively** under minimal supervision.
- **With a positive work attitude** and able to communicate well with colleagues and clients.

## ■ Tentative Timeline:

- Program Announcement: April 18, 2022
- **Selection Process:** On a Rolling Basis  
*It will fill up on a first-come, first-served basis.*  
**본 공고는 인재 선발 완료시 조기마감 될수 있습니다.**
- Starting Day: Early May 2022 / ASAP (up to discussion)

## ■ Rolling Selection Process:

The applications will be reviewed on a **first-come, first-served basis**:

Online Application Submission → Internal Evaluation → Screening Round for Selected Candidates (assignment, online/offline interview) → Result Notification

## ■ How to Apply:

### 1. Prepare a copy of the following documents:

- I. CV or Resume (Digital copy / Korean).
- II. CV or Resume (Digital copy / English).
- III. Certificate of Enrollment (Digital copy / Korean / Issued within 3 months of the current date).

### 2. Complete this Online [Application Form](#) and Attach your documents

### 3. Submit your application.

## ■ Contact Us:

Direct all questions regarding the internship program to [seoul@catalonia.com](mailto:seoul@catalonia.com) / 02-782-8280.