

## Internship opportunity announcement with Catalonia Trade & Investment

Trade and Investment promotion agency of Government of Catalonia

### ■ Program details

- **POSITION:** Intern
- **OFFICE/LOCATION:** (Susong-dong, Leema Bldg), 408-1 ho, 42, Jong-ro 1-gil, Jongno-gu, Seoul, 03154, Rep. of KOREA
- **WORK HOURS:** 9am to 6pm, 5 days per week
- **DURATION of INTERSHIP:** August 2018 to January 2019 (Min. 6 Months)  
*\* Work hours and duration could be negotiated during the interview.*
- **COMPENSATION:** Students will receive modest stipend to cover transit and meal.

### ■ Duties and Responsibilities

Catalonia Trade & Investment Promotion Agency is a governmental organization dedicated to helping Catalan companies, compete in the global economy. Our endeavor is to foster internationalization, innovation and promote inward investment to Barcelona and Catalonia in Spain. We count with a network of 36 branch offices worldwide, covering a range of 90 markets and our headquarters are in Barcelona City. We offer field-based trade and investment counseling and advocacy and customized solutions to enter markets.

An internship with Korea Office of Catalonia Trade & Investment offers opportunity to become familiar with project based field work of international business. The intern assists with organizing and implementing project, helps with research and reporting requirements, data entry and communicating with companies in Korea.

The purpose of the Internship Program is to provide university juniors, 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. Internships are considered to be adjunct to an applicant’s education, and students may earn academic credit for this experience depending on their school’s policy.

■ **Qualification Required**

- **Studies** : Majoring in business administration/economic is preferable
- **Language** : Fluent in oral and written Korean  
Speaking English or Spanish in communication level is required
- **Excellent writing and communication skills**
- **Proficiency in using MS office (Especially Excel)**
- **Self-motivated, open-minded, organized**

■ **How to apply**

Submit an English&Korean cover letter and resume(free format, no more than 1 page each) by **17 June 2018**. Only selected candidates will be contacted for an interview. Any of the submitted document will not be returned.

- Inquiry : [seoul@catalonia.com](mailto:seoul@catalonia.com) / 02-782-8280