

# Internship Opportunity Announcement

## Catalonia Trade & Investment (Korea Office)

### Government of Catalonia

#### ■ About us:

Catalonia Trade & Investment 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. We count with a network of 40 branch offices worldwide, covering a range of 100 markets and our headquarters are in Barcelona City. We offer field-based trade and investment 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.
- **Work Hours:** 9am to 6pm (1h lunch break), 3 days per week.
- **Duration:** 1 August 2019 - 31 January 2019 (Min. 6 Months).  
*\* Work hours and Duration could be negotiated during the interview.*
- **Compensation:** Intern will receive a modest stipend to cover transit and meal.

#### ■ Duties and Responsibilities:

An internship with the Korea Office of Catalonia Trade & Investment offers the opportunity to become familiar with project-based field work of international business. The intern assists with organizing and implementing a 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 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 adjunct to an applicant’s education, and students may earn academic credit for this experience depending on their school’s policy.

■ **Requirements:**

- University students majoring in **Business Administration/Economics** is preferable.
- 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.

■ **How to Apply:**

- **Required Documents** (*free format, no more than 1 page each*):
  - **CV or Resume (English & Korean).**
  - **Cover Letter (English & Korean)** describing your qualifications, objectives, understanding of the Catalonia Trade & Investment agency and motivation that leads you to apply for our internship program. This is considered as one of the important factors in selecting our intern.
  - **Certificate of Enrollment.**
- **Desirable Documents:**
  - **Recommendation Letter (Korean)** from a supervisor, tutor, undergraduate/graduate professor, dean of the faculty, or previous employer.

**Submission Deadline:**

All applications must be submitted online ([seoul@catalonia.com](mailto:seoul@catalonia.com)) by **5 July 2019 (17:00h)** with "Catalonia Internship Summer 19 – [Name]" in the subject header.

Only selected candidates will be contacted for an interview.

Any of the submitted document will not be returned.

■ **Contact us:**

Direct all questions regarding the internship program to:

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