

Internship Program (August 2021) Announcement

For Yonsei University

ACCIÓ Catalonia Trade & Investment (Korea Office)

Government of Catalonia

■ 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 Barcelona and Catalonia. We count with 40 branch offices worldwide, covering a range of 100 markets and our headquarters are in Barcelona City. 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:** From 2 August 2021 (from 4 to 6 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.
- 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:

- Announcement: June 24, 2021
- **Application Deadline: Jul 4, 2021**
- Screening Rounds*: Jul 5 - 13, 2021
- **Invitation to Final Interview: Jul 14, 2021**
- Interviews: Jul 19 - 20, 2021
- Notification: Jul 23, 2021
- **Start: Aug 2, 2021**

**During the screening rounds, only the selected candidates may be contacted to provide additional information or complete an assignment.*

■ How to Apply:

○ Required Documents:

- **CV or Resume (English & Korean).**
- **Video Cover Letter (Korean) Max 3 min video responding to the following question:**
 - 해당 인턴십이 지원자의 향후 진로에 어떻게 도움이 될 것이라 생각하나요?
(한국어로 답변해주시면 됩니다)

This is considered as one of the essential factors in selecting our intern.
- **Certificate of Enrollment (Korean).**

○ Submission Deadline:

- All applications must be **SUBMITTED ONLINE** via this [Application Form](#) by **4 July 2021 (23:59h).**
- Only selected candidates may be contacted for the screening rounds and final interview.
- Any of the submitted document will not be returned.

■ Contact Us:

Direct all questions regarding the internship program to seoul@catalonia.com / 02-782-8280.