

# Internship Program (September 2020)

## Announcement

### 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 centers 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, 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.
- **Work Hours:** Monday to Friday. 10am to 4pm (1h lunch break).
- **Duration:** 1 September 2020 - 26 February 2021 (6 Months).
  - *Work hours and Duration could be negotiated during the interview.*
- **Compensation:** Intern will receive a modest stipend to cover transit and meal.
  - *Internships are adjunct to an applicant's education, and the student may earn academic credit for this experience depending on his/her university's policy.*

#### ■ 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.

#### ■ 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.
  - *Please note that our internship program requires a cooperation agreement (MOU or etc.) with your university. It is under your responsibility to check this issue with your university and initiate this procedure if needed.*

#### ■ Tentative Timeline:

- **Application Deadline: Jul 26, 2020**
- Internal Revision: Jul 27, 2020 ~ Aug 7, 2020
- **Invitation to Interview: Aug 7, 2020**
- Interviews: Aug 10, 2020 ~ Aug 14, 2020
- **Final Announcement: Aug 17, 2020**
- Start & End Date: Sep 1, 2020 ~ Feb 26, 2021

#### ■ How to Apply:

- **Required Documents** (*free format, no more than 1 page for each document*):
  - **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 (Korean).**
  - **Recommendation Letter (Korean)** from a supervisor, tutor, undergraduate/graduate professor, dean of the faculty, or previous employer.  
*This document is not mandatory, but desirable.*
- **Submission Deadline:**
  - All applications must be **submitted online** ([seoul@catalonia.com](mailto:seoul@catalonia.com)) by **26 July 2020 (23:59h)** with "*Catalonia Internship Jul 2020 – [Name]*" in the subject header and only in word or pdf format (**not zip compressed**).
  - 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.