

Internship

8 November, 2018

Place: Singapore

Reporting to: Managing Director

Starting Date: July 2019

The German Centre Singapore is the pilot project of a worldwide German Centre Network. It was established in 1995 and is a 100% subsidiary of the Landesbank Baden-Württemberg. Its objective is to provide comprehensive support to small and medium-sized German-speaking companies that are establishing their own presence in Singapore. The German Centre provides flexible office space and various business centre services.

We are looking for exceptional personalities that would like to play an active part in our business. The German Centre Singapore offers an internship position for the duration of six months. This position will mainly be in the Business Development Department and comprises a wide range of tasks.

You will get an insight into and support our different departments such as Marketing and Tenant Relations. In the course of your internship, you will get to know and work with several Marketing tools and support us in the daily business. Apart from this, you will be involved in the organisation of our regularly held Networking events. In the course of these events, you will also get to know our tenant companies and be able to do some networking.

Requirements:

- You are a student of business administration, IT, Marketing or in a related field (or hold a degree in such field)
- Possess MS Office Skills
- High Flexibility and adaptability
- Intercultural Knowledge and sensitivity
- Fluent language skills in English and German (preferred)
- With a mature personality, you have the ability to think strategically and to work independently

For the internship, you must apply for a **Work and Holiday Pass**. You can apply for a Work Holiday Pass under the Work Holiday Programme if you meet these requirements:

- You are aged 18 to 25
- You are an undergraduate or graduate of a university in Australia, France, Germany, Hong Kong, Japan, New Zealand, Switzerland, United Kingdom or the United States
- Your university is recognised by the government of the respective nine countries
- For undergraduates: you have been a resident and a full-time student of the university for at least 3 months before applying for the pass
- For graduates: you were a resident and a full-time student of the university
- Please refer to link www.mom.gov.sg/passes-and-permits/work-holiday-programme for more details

How to apply:

If you are interested to join us, please send your motivation letter, your curriculum vitae with a photograph to career@germancentre.sg.

Your contact person: **Ms Jeypreiya Kuppusamy**

We regret that only shortlisted candidates will be notified.