

## JOB OPENING

# SIX MONTHS INTERNSHIP

Place: **German Centre Singapore**

Starting Date: **March 2023**

### **The Company**

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, a federal state bank of Germany. 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. It is the excellent place to work, network, collaborate and do business for start-ups, sales representations, and established companies alike.

### **Internship overview:**

The Intern will primarily support the sales, marketing, and business centre in daily administration. The Intern will also support any other ad-hoc projects and tasks whenever necessary, where he/she will be required to uphold the project goals, objectives, track timelines and report project status.

### **Your Profile:**

- You are a student in IT, Business Administration, Marketing, or any related field.
- Possess strong MS Office Skills.
- High flexibility, organizational skills, and adaptability.
- Intercultural knowledge and sensitivity.
- Fluent language skills in English. German is a plus.
- With a mature personality, you can think strategically and work independently.
- Presently in Singapore and are able to commit for six months OR
- Able to qualify for Work Holiday Pass for overseas candidates and commit for six months.

### **What We Offer:**

- Internship allowance.
- Be an essential member of a small and exclusive team, developing best solutions and services.
- Work independently, self-driven and be responsible for special projects and your daily tasks.
- Gain deep insights into the real estate market and a company with German DNA.
- An innovative, inspiring environment with many formats for global cross-team exchange.
- Good working conditions with a great work-life balance, unlimited coffee, and tea.
- We are committed to equal rights for all employees and to providing a working environment free of discrimination and harassment.

Please send your application to Ms Jeypreiya Kuppusamy, Head of Finance and Middle Office at [career@germancentre.sg](mailto:career@germancentre.sg).

We apologize in advance as we may only be able to get back to shortlisted candidates; but we appreciate every application.