



Deutsch-Irische
Industrie- und Handelskammer
German-Irish Chamber
of Industry and Commerce



Internships with the German-Irish Chamber of Commerce

Job Description: Membership & Events

The Chambers of Commerce Abroad are independent institutions which are valuable bridgeheads of German business seeking to access prime international markets. With more than 130 offices in 90 countries, the international network of German Bi-national Chambers of Commerce covers approximately 99% of Germany's foreign trade. The Chambers of Commerce abroad earn a major share of their income themselves through services they provide. At the same time, the Chamber of Commerce abroad also perform important tasks in the interest of the German government and they are also a membership organization with more than 45.000 member firms worldwide.

How you will benefit

- Acquire know-how working "on the job" based on the multi-industry experience of DEinternational building business between Germany and Ireland
- Learn to work according to clearly defined processes and action plans
- Work in close co-operation with the clients throughout the projects
- Gain intercultural experience by working in a German-Irish team for German and Irish clients

Interns will undertake the full range of activities carried out by the Membership and Events Department according to an individual project plan and under supervision of a member of staff. They will have to fulfil the following requirement:

- Ideally degree or diploma level in a relevant area of study
- Previous practical experience
- Good knowledge of the German and English language
- Good knowledge of MS Office (Word, Excel, Power Point), Photoshop
- Excellent communication skills
- Ability to work as part of a team

Description of tasks of the trainee in the Events / Membership department

Events/ Membership

- planning, organisation and controlling of all Chamber events e.g. Business Luncheons, Golf Outings, Networking Events, Oktoberfest, Member's night
- planning, layout of the Chamber's newsletter
- helping to acquire new members and administration of member data
- assisting in acquisition of patrons and sponsors for events

Minimum duration of an internship is 20 weeks to ensure that the candidate has a good overview of the work in the German-Irish Chamber of Industry and Commerce.

The trainee will receive a job reference upon completion of the placement.

Patrons 2016

Allianz plc - CRH plc - WGZ BANK Ireland plc - SAP - Tourism Ireland - RSM Ireland - Audi - Bayer - LK Shields - Siemens - arvato Bertelsmann - Bank of Ireland Corporate Banking - KPMG - Arthur Cox - Miele - Sixt rent a car - IDA Ireland - Canada Life - BSH - Ornu Deutschland - Aareal Bank - Jungheinrich - Deutsche Bank - Johnston Logistics - Aerlingus