



## **Internship at the British Chamber of Commerce!**

The British Chamber of Commerce is committed to supporting students through the advancement of workforce development, and by providing opportunities for youth to enhance their professional and leadership skills.

### **Trade Development Internship**

The Intern will assist the trade development activities of the British Business Centre in Prague with a focus on services offered to British companies interested in developing their sales and market presence in the Czech Republic. The Intern will also be involved in communication and administrative activities.

### **Requirements**

- Excellent English-language skills
- Proficient in Microsoft Office applications (Excel, Word, Power Point and Outlook)
- High level of attention to detail and seeing projects through to their completion
- Strong technical, organisational, and professional skills in addition to excellent written and verbal communications skills
- Position requires a minimum commitment of 15 hours per week and following a 2-week probation, the salary will be 100 CZK per hour.

### **Application:**

- CV in English
- Motivation letter

Shortlisted candidates will be invited for an interview, which will focus on the candidate's profile and experience between December 3 – 5, 2018.

The internship will commence in the w/c 10 December and will last till June 2019.

Please send your CV and motivation letter to [petra.skrbkova@britcham.cz](mailto:petra.skrbkova@britcham.cz) by 28 November 2018.