



HAW.International

Deutscher Akademischer Austauschdienst
German Academic Exchange Service

HAW.International

Auslandspraktika für Studierende

Praktikumsangebote

Praktikatschiene B

Ausschreibung 2022/2023

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1. Spanien

1.1 German Chamber of Commerce for Spain (AHK Spanien)

Ref. No.: AHKSP01

Section A: General Information

Company/institution name	German Chamber of Commerce for Spain (AHK Spanien)
Department	Vocational education and training (Aus- und Weiterbildung)
Country	Spain
Employer profile	<p>The German Chamber of Commerce for Spain was founded in 1917 and is part of the worldwide network of 140 German Chambers of Commerce abroad, delegations and representative offices of German business in 92 countries with 44,000 members and 1,700 employees. We represent German economic interests in various areas in Spain. As a modern consulting organisation, AHK Spain supports the market interests of German and Spanish companies with market-oriented, customer-focused services. The range of services offered by AHK Spain extends from advice on market entry and the procurement of cooperation partners to the organisation of a local business presence.</p> <ul style="list-style-type: none"> - Market and Sales Consulting - Law & Taxes - Personnel services - Training and further education - Publications

Section B: Required Qualifications

General Discipline	Law, Economics and Social Sciences (mic.), Business education/psychology, Language and Cultural Studies or other (on request)
Languages	German
Level	Excellent (C1, C2)

Language	Spanish
Level	Good (B1, B2)
Student status requirement	Undergraduate Student (currently pursuing a bachelor's degree) or Graduate Student (has already obtained a bachelor's degree and is now pursuing a master's degree)
Completed years of study	1
Required Knowledge	German and Spanish language knowledge, confident handling of MS-Office (like Excel, Word, Powerpoint), ideally first experience in HR/ education and training/project management, social media interest
Required Skills	Used to flexibility in your work, organizational talent, strong communication skills, team player and show a high level of commitment, which is especially demonstrated by your initiative in new tasks and project work.

Section C: Placement Offer

Internship position	Intern in the area of education and training
Working environment	Office Work
Work description/tasks	<p>Recruiting interns: You are independently responsible for applicant management, contract preparation and onboarding of interns. In addition, you are the person of trust and contact person for our interns during the entire duration of the internship. Furthermore, you analyze the internal HR processes in the area of interns and work out continuous improvement proposals and their implementation.</p> <p>Project management: You will actively collaborate in the planning, implementation and monitoring of our project "Kaufmann International Spain" and will be responsible for social media marketing. In the field of continuing education you will be actively involved in the expansion of the online and offline courses offered by the "Digital Academy" and will assist in the preparation,</p>



	<p>implementation and follow-up of the courses. This also includes updating the website and supporting the company's internal learning management system. Projects for dual vocational training in Spain: You support the department in day-to-day operations and answer telephone and e-mail inquiries. Human Resources Development: you will assist in the preparation, implementation and follow-up of internal training courses. Research work: You will be involved in the development and brainstorming of various projects. Multilingual communication: You will communicate with colleagues, partners and customers in both German and Spanish. Greeting and assisting customers: You will be the first face our clients and members see when attending AHK Spain events or meetings. This representative task includes, for example, welcoming visitors and taking calls.</p>
Dates and duration of the internship	<p>Period I Start: 01.03.2023 End: 31.07.2023 Application deadline Period I: 15.08.2022</p> <p>Period II Start: 01.09.2023 End: 29.04.2024 Application deadline Period II: 28.02.2023</p>

Wichtiger Hinweis: Bitte geben Sie im Rahmen Ihrer Bewerbung den konkreten Zeitraum an, für den Sie sich bewerben möchten.

2. Vietnam

2.1 Delegation of German Industry and Commerce in Vietnam

Ref. No.: AHKVIE01

Section A: General Information

Company/institution name	Delegation of German Industry and Commerce in Vietnam
Department	Individual Services, Projects and Delegation, Marketing & PR, Dual Vocational Training
Country	Vietnam
Employer profile	<p>The Delegation of the German Industry and Commerce in Vietnam (GIC/AHK Vietnam) is a representative of the German Chamber of Industry and Commerce (DIHK) in the AHK network mentioned above and actively supports the economic exchange between Vietnam and Germany. The Delegation of German Industry and Commerce in Vietnam (AHK Vietnam) is a part of the global network German Chambers of Commerce Abroad (AHKs) in 140 locations in 92 countries. The German Chambers of Commerce Abroad help German companies to transform national into international success. We build bridges, facilitate access, provide contacts and solve problems. We are the #PartnerWorldwide – for German companies, willing to expand their business activities abroad or which have already established their international presence decades ago.</p>

Section B: Required Qualifications

General Discipline	Law, Economics and Social Sciences (misc.)
Languages	German, English
Level	Excellent (C1, C2)

Student status requirement	Undergraduate Student (currently pursuing a bachelor's degree)
Completed years of study	2
Required Knowledge	Practical experience in the corresponding area is a plus. You have solid knowledge of the MS Office package.
Required Skills	You are characterized by independent and responsible work You are familiar with the research of secondary data, evaluation and preparation of statistics

Section C: Placement Offer

Internship position	Internship in (department)
Working environment	Office work
Work description/tasks	The internship at AHK Vietnam grants a considerable amount of independent work. Each intern is involved in short- or long-term projects. The work is done in cooperation with the responsible project manager. Direct customer contact and participation in various AHK events are also part of the internship. The interns are integrated into the tasks and ongoing projects of the AHK in order to introduce them to their typical tasks.
Dates and duration of the internship	Dies ist ein laufendes Angebot Frühestmöglicher Praktikumsbeginn: 01. September 2022

Wichtiger Hinweis: Bitte geben Sie im Rahmen Ihrer Bewerbung das genaue Department an, für das Sie sich bewerben möchten und bewerben sich mindestens 4 Monate vor Ihrem gewünschten Praktikumsbeginn. Planen Sie dabei mindestens 1 Monat für die Beantragung des Visums bei der vietnamesischen Botschaft/Konsulat in Deutschland ein.