



German American
Chamber of Commerce
of the Southern U.S., Inc.

Business Representation – Internship
at the
German American Chamber of Commerce in Atlanta

The German American Chamber of Commerce of the Southern United States (GACC South) is a private, non-profit organization which serves as the official representative of German industry and trade in the Southern United States. Our mission is to promote and support bilateral trade between Germany and the US. Our organization is part of an international network composed of 120 German foreign chambers of commerce and government offices in 80 countries. Our services focus on the areas of Consulting (Market Entry USA) and Membership. Our consultants support mid-sized German companies with their US market entry. They deliver efficient and practical solutions that are tailored to an organization's goals.

We are seeking a highly motivated full-time intern who has experience in dealing with the day to day operations of a company to support our team. As an intern you will gain hands-on experience using your business degree in real-world applications. You will also learn to work closely in a team environment and to communicate directly with clients. Due to our small and flexible organizational structure it is necessary for each employee to assume full responsibility for their assigned duties as quickly and completely as possible.

Your job responsibilities will include but are not limited to:

The general scope of the intern's tasks at the GACC South lies primarily in supporting mid-sized German companies with their U.S. business activities. The intern works very closely with the managers of our German business clients and represents these firms within the U.S. market.

The intern's primary responsibility will be to function as the on site contact for customer inquiries and business partners in the U.S. After a short training period the intern will be solely responsible for the care and representation of their assigned German companies within the U.S. market. He/she will contribute directly to the development and expansion of our business representations' market position through administrative and sales activities.

Preferred Qualifications:

- Completed Apprenticeship program or prior internships in relevant fields
- Pursuing a business degree
- International experience (studies abroad, travel, etc.)
- Excellent spoken and written German and English
- Proficiency in Microsoft Word, Outlook, Excel and PowerPoint
- Highly organized, ability to multitask
- Strong communication and interpersonal skills
- Ability to work independently but integrate with our team

This compensated position is an excellent opportunity to train with a great young team in an international environment.

Start date: December 2010 (Duration of internship: 12 months)

Location: Atlanta, GA

Compensation: \$400/month for students, \$800/month for graduates

Expenses: J1-Visa fee, health insurance, housing, travel expenses

How to apply: Please email your application to hr@gaccsouth.com. (Cover letter and resume attached).

Reference: Internship Business Representation December 2010

Information for applicants:

Thank you very much for your application and your interest in this position. Due to the high volume of applications we are receiving we are not able to answer each application personally. We are in the process of reviewing all incoming applications. If we find your skills meet our particular needs we will contact you.