

Internship Offer

The Chamber of Commerce works in the field of training and education both of entrepreneurs and youth, promoting the exchange of expertise between individuals with different national backgrounds (Italy and Hungary). The organization aims to finance research, development and innovation projects. The projects of the Italian Chamber of Commerce for Hungary aim to implement activities and programs in order to reach a degree of internationalization and to promote the freedom of movement of workers in the European Union.

Requirements:

- Native Hungarian and excellent spoken/written Italian and/or English;
- Knowledge of computer applications (Microsoft Office, web interfaces, etc.);
- Availability, flexibility and preparation for teamwork;
- Problem solving skills.

Responsibilities:

- Event planning and organization;
- Management of social networks and website;
- Writing articles, updating the Chamber's newsletter, translations;
- Contacts with Partners and Members;
- Administration of Members and Partners;
- Provide information on Chamber's services.

Knowledge, skills and competences to be acquired by the end of the traineeship (expected Learning Outcomes):

By the end of the traineeship, the trainee should be able to manage autonomously his/hers work and time, carrying out all daily activities in an efficient way. He/She will fully understand how to work in a multicultural team, how to define priorities and how to deal with problem solving. During the mobility, the trainee will also improve and consolidate its communication skills that are fundamental in a working environment. Each trainee will develop additional skills according to the department in which he/she was trained.

Department:

- **Marketing**

In the Marketing Department, the trainee will develop multitasking and organisational skills. He/She will learn to be dynamic, proactive and efficient to carry out at its best all the different activities of the department. He/she will learn how to produce press releases and to update our own web site. Moreover, in the Events sector they will deal with the organisation of meetings between the chamber and its partners and associates.

- **Services**

In the Services Department, the trainee will learn to be dynamic and to organise his/her work according to priorities and workload. The trainee will also develop knowledge on Hungary and its market and will learn some procedures concerning the production of official documents and researches on the behalf of partner companies.

- **Development and Sales**

In the Development and Sales Department, the trainee will acquire knowledge on partners and will learn how to look for new partners, how to keep in touch with them. The trainee will therefore develop high communication and negotiation skills. He/She will learn to produce official documents such as business profiles.

- **European Desk / Human Resources**

In the Human Resources Department, the trainee will develop administrative and organizational skills since deadlines are very important for both HR activities and official calls who are key resources for the chamber itself and its partners. The trainee will also learn different procedures from trainee document's management to the selection of national and international calls.

- **Administration**

In the Administration office, the trainee will learn the accounting at the basis of a Chamber of Commerce. He/She will also learn how to help and support partners and customers to carry out their business according to national and international laws and agreements.

Interested applicants must send as soon as possible a **CV** and a **motivation letter** either in English or Italian at risorse.umane@cciu.com