Internship (Paid) – State of Georgia Europe Office
Pflichtpraktikum

Munich, Germany

- Full-time preferred
- Duration: 3 Months

Georgia Department of Economic Development – Europe Office

The Georgia Department of Economic Development (GDEcD) is the state’s sales and marketing arm, the lead agency for attracting new business investment, encouraging the expansion of existing industry and small businesses, aligning workforce education and training with in-demand jobs, locating new markets for Georgia products, attracting tourists to Georgia, and promoting the state as a destination for arts and location for film, music and digital entertainment projects.

Serving as an extension of GDEcD, the Europe Office based in Munich, Germany works closely with European firms looking to establish or expand business operations in the United States. The State of Georgia Europe Office was founded in 1973.

To learn more, please visit www.georgia.org.

Job Functions and Role Responsibilities

The intern’s role is an integral part of a small team working to promote the State of Georgia as a business location to European companies. Responsibilities include the following:

- Learn about the GDEcD Europe Office- who we are (internal, external), our objectives, our clients/industries/countries, and our staff.

- Manage various larger research projects on companies, markets and industry trends.

- Assist in maintaining multiple detailed databases on prospective investors, current investors, and partner groups. Use internal online CRM to also manage and track this outreach.

- Daily communication with colleagues, clients and partners around the world.

- Assist team with administrative tasks such as answering the phone, working on presentations and preparing marketing materials.

- Organization of meetings, events, and visiting delegations. Responsibilities include general event planning, scheduling, invitations and travel logistics.

- Attend various events on behalf of the State of Georgia.
Requirements

- Proficient/Currently learning German and English, third European language desired but not required
- Enrolled in a German university
- Major in either business, marketing, international relations, political science or similar field
- Independently motivated and internationally minded
- Organized, communicative, and general team player
- Curious and interested in general business trends and news
- Proficient in MS Office, Adobe Acrobat and CRM systems

Interested?

Please send your proposed internship dates as well as your resume, cover letter and references to EuropeHR@georgia-europe.org