

Project Management – Internship
at the
German American Chamber of Commerce of the Southern United States
Houston, Texas

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 southeastern United States. Our main mission is to promote and support bilateral trade between Germany and the US. Our services focus on the areas of Consulting (Market Entry USA) and Membership. Our organization is part of an international network composed of 120 German foreign chambers of commerce and government offices in 80 countries.

We are constantly seeking for full-time interns to assist in the day to day operations for our Branch Office in Houston, TX. 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.

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:

- Conduct business partner searches for our German clients
- Cold calling
- Organization of events and conferences
- Direct communication with German and American clients
- Internet research and preparation of reports
- Database management

Preferred Qualifications:

- Bachelor degree in economics, business, or related degree
- Excellent spoken and written German and English
- International experience (studies abroad, travel, etc.)
- Strong analytical and computer skills
- Ability to multitask
- Strong communication and people skills
- Entrepreneurial spirit
- Ability to work effectively in a team-based and international environment
- Ambitious and hardworking

Start date: open (Duration of internship: 12 months)

Location: Houston, TX

Compensation: \$800/month

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

Please email your application to the Managing Director, Jan Christoph Wiedemann (jwiedemann@gacctexas.com), (Cover letter and resume, German and English).
Please refer to "Project Management Internship".