



Thank you for expressing interest in completing an internship at the British Chamber of Commerce in Spain.

ABOUT THE BRITISH CHAMBER OF COMMERCE IN SPAIN

The British Chamber of Commerce in Spain is a non-profit independent membership organisation founded in 1908 with offices in Barcelona, Madrid and Malaga. We have 300 members and it is our mission to represent their interests and promote trade and investment between companies in Spain and the United Kingdom. We have excellent relations with institutions in Spain and the UK and with the Council of British Chambers of Commerce (COBCOE), through which we have access to 40 British Chambers of Commerce in 37 countries and more than 10,000 business associates.

AVAILABLE INTERNSHIPS

Currently we have links with various British and Spanish universities and a total of three students, 1 in Barcelona, 1 in Madrid and 1 in Malaga.

At the moment the following positions are available:

- BARCELONA: 1 student for Sept 2019 - July 2020
- MADRID: 1 student for Sept 2019 - July 2020
- MARBELLA: 1 student for Sept 2019 - July 2020

CONDITIONS, ROLES and REQUIREMENTS

From September to June the working hours at the Chamber are: Monday to Thursday 09:00-14:00 and 15:00-18:00 and Friday 09:00-14:00. In the month of July, working hours are Monday to Friday from 08:30 to 15:00. It is also compulsory to attend events which are normally held after working hours (19:00 to 21:00 approx.) approximately one per month.

Internships at the Chamber are unpaid. However, if your tasks have been completed successfully, the Chamber will provide a monthly bonus of €200 and a monthly Public Transport Card and accident insurance.

The different areas of work are:

- Membership management: identification of new members and retention of existing members.
- Organisation and management of a variety of events.
- Contact and meet with business executives of all levels from member companies, ranging across a wide variety of sectors.
- Administration and finance.
- Marketing and communication.
- Occasional research of the current business and political situation in Spain and the UK.



SKILLS REQUIRED

It is important to have a good level of written and spoken Spanish considering that Spanish is the principal language of the job and we will be holding interviews in both Spanish and English.

Applicants should display the ability to use their initiative, to be adaptable to different working environments and challenges, and a desire to be an active member of our team.

Preferably, we are looking for students of Business, International Business, International Relations, Economics, Communications/Marketing, Political Science, Administration and Finance.

IF YOU ARE INTERESTED

If you are interested in completing an internship with us, we would appreciate it if you could send your CV and covering letter in English and Spanish, your period of availability and preferred office/s to events@britchamber.com.

If the response is positive, we will send you a short list of questions to answer in Spanish and then depending on the outcome, ask for a short telephone or Skype interview in Spanish and English.

We look forward to hearing from you.