



British Embassy  
Vienna

## **UK Trade & Investment Student Internship**

1. We are looking for part-time project students for the United Kingdom Trade and Investment team within the British Embassy, Vienna.
2. Ideally project students should demonstrate flexibility, initiative and resourcefulness, as well as an excellent command of both English and German. We are looking for students who can show that the work experience, support and training we offer will be directly beneficial to their studies and future career plans.
3. Project students are asked to commit to two full days (or equivalent) as a minimum. Days and schedule will be flexible dependent upon availability.
4. Internships are typically for a duration of three months but can vary due to project needs.
5. Remuneration will be EUR 10 per hour.
6. Applications, in English, together with a CV should be submitted by e-mail to the Commercial Team, [commerce@britishembassy.at](mailto:commerce@britishembassy.at). Successful applicants will be invited for interview. An internship offer is subject to security clearance.
7. Project students must be Austrian residents or living in Austria.

Bronwen Moore  
Head of UK Trade & Investment

19<sup>th</sup> September 2012

## **Internship UKTI**

An opportunity has arisen for a part time project student intern for the United Kingdom Trade and Investment team within the British Embassy of Vienna.

### **Line Management**

You will be line-managed by an experienced member of staff who will give you feedback and support throughout your internship. You will also be allocated a mentor to offer guidance.

### **Main duties and responsibilities:**

The Trade & Investment division of the British Embassy provides support to UK companies developing trade and investment links with the Austrian market and promotes the UK as a destination for overseas investment.

You will support the team in organising key local and regional events in Vienna with participants from several neighbouring countries.

The successful applicant will be adaptable and enthusiastic about working as part of a broader team. Applicants should have experience of working towards performance targets with the drive and initiative to get things done. Responsibilities will include:

- Industry specific internet research and industry sector updates
- Database entry & management
- Assist staff with the organisation of key commercial events
- Telephone marketing & research
- Assisting with promotional mailing

### **Essential skills and experience:**

- An excellent command of both English and German required.
- Strong IT skills are essential.

### **Terms and Conditions**

The British Embassy is an equal opportunities employer and is a friendly and welcoming place to work. This is a part time position where flexibility will be given to accommodate the person's studies. A minimum of two full days (or equivalent) is expected to ensure a good workflow within the team.

Selection will be by competence-based interview in English and German where candidates will be asked questions relating to their behaviour in specific circumstances, which they then need to back up with concrete examples.

This is an internship for those residing in Austria.

The successful candidate will be required to undergo security checks before commencing.

### **Applications**

Please send a detailed CV and covering letter in English, explaining why you would be a good candidate, by email to [commerce@britishembassy.at](mailto:commerce@britishembassy.at).

Please include in your application answers to the following questions with a maximum of 300 words per question:

Question 1: What relevant skills and experiences will you bring to the team?

Question 2: What do you understand to be the key function of the UK Trade and Investment team in Austria?