

ACCIÓ Catalonia Trade & Investment (Korea Office) Government of Catalonia

Internship Program Announcement

August 2023 – November 2023 (4 months)

For Korea University

■ About us:

Catalonia Trade & Investment is a governmental agency dedicated to helping Catalan companies, startups and technology centers compete globally. Our endeavor is to foster internationalization, innovation and promote inward investment in Catalonia. Our headquarters are in Barcelona City, and we count with 40 global branch offices, covering a range of 100 markets. We offer field-based trade, investment and innovation counselling and advocacy and customized solutions to enter markets.

■ Program Details:

- **Position:** Intern.
- **Location:** *Concordian Bldg, 76, Saemunan-ro, Jongno-gu, Seoul, 03185, Republic of Korea.*
- **Work Hours:** 9 am to 6 pm from Monday to Friday (**8 hours**).
- **Duration:** 4 months.
- **Compensation:** The intern will receive a modest stipend to cover transport and meal expenses.

■ Duties and Responsibilities:

- An internship with the Korea Office of Catalonia Trade & Investment offers the opportunity to become familiar with project-based fieldwork of international business in **Trade, Innovation and Entrepreneurship**.
- The intern helps organize and implement a project, helps with research and reporting requirements, data entry and communicating with companies in Korea.
- The Internship Program aims to provide university seniors with “hands-on” experience working for Catalan and Korean companies.
- The Program is uncompensated and designed to encourage students to consider careers in the international business field.

■ Requirements:

- University student majoring in **Business Administration/Economics** is preferable.
- Legally eligible to work in Korea.
- Excellent writing and communication skills.

- **Fluent in Korean.**
- **English or Spanish** in the communication level is required.
- Proficiency in using MS Office.
- Good organization and time management.
- Capable of **working efficiently and effectively** under minimal supervision.
- **With a positive work attitude** and able to communicate well with colleagues and clients.

■ **Tentative Timeline:**

- Program Announcement: June 02, 2023
- **Selection Process:** On a Rolling Basis
It will fill up on a first-come, first-served basis.

본 공고는 인재 선발 완료시 조기마감 될수 있습니다.

- Starting Day: August 2023 (Starting date can be negotiated)

■ **Rolling Selection Process:**

The applications will be reviewed on a **first-come, first-served basis**:

Online Application Submission → Internal Evaluation → Screening Round for Selected Candidates (interview) → Result Notification

■ **How to Apply:**

1. **Prepare a copy of the following documents:**

- I. CV and cover letter (Korean).
- II. CV and cover letter (English).
- III. Certificate of Enrollment (Issued within 3 months of the current date).

2. Please submit your resume and cover letter (both in English and Korean) to the email:

seoul@catalonia.com

(Only applications submitted to the seoul@catalonia.com email will be accepted).

■ **Contact Us:**

Direct all questions regarding the internship program to seoul@catalonia.com / 02-782-8280.