



# Department for International Trade



British Embassy  
Bratislava

## **Internship at the Department for International Trade Section**

The British Embassy in Bratislava is looking for an Intern for the Department for International Trade section with a planned start date in January 2017.

The British Embassy in Bratislava is part of a world-wide network of 230 diplomatic missions, representing British political, economic and consular interests overseas. The Department for International Trade, is responsible for supporting British exports to Slovakia, attracting investors to the UK, as well as assisting British investors already present in Slovakia.

### **Main Responsibilities:**

- Undertaking market research, collecting information on companies
- Preparation of sector reports
- Answering enquiries from British and Slovak companies
- Identification and reporting of Business Opportunities for British companies to export goods and services to Slovakia
- Creating and updating records in Customer Data Management database
- Administrative support

The successful applicant will be line-managed by an experienced member of staff who will provide feedback and support throughout the internship.

### **Skills and Experience Required:**

- Undergraduate of an economic university in Slovakia
- Basic experience with business and trade facilitation
- Language skills (oral and written) – English and Slovak
- IT skills: MS Word, Excel, Outlook, Internet browsers
- Excellent organisational, communication and interpersonal skills
- Customer focus
- Ability to work in the Embassy offices and from home as required.

The applicant should be a Slovak speaking undergraduate with an interest in gaining experience in trade development and business support services as provided by the British Embassy.



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## Terms and Conditions

The successful applicant will receive the amount of EUR 200,- per month to cover his/her expenses associated with the internship.

Working hours at the Embassy are Monday-Thursday 8:30-17:00, Friday 8:30-14:00. The internship will be conducted as a part-time job. The exact hours will be discussed at the interview.

The successful candidate will be subject to confirmation of a background check and security clearance.

The British Embassy will not be able to meet the travel costs incurred when travelling to the interview, nor the costs connected with accommodation/relocation if the internship is offered.

The British Embassy is an equal opportunities employer. We welcome applications from suitably qualified individuals, regardless of race, ethnic origin, religion, age, gender, sexual orientation or disability. All applications are treated on merit.

## To Apply

Please send your CV and cover letter in English by email to [uktislovakia@gmail.com](mailto:uktislovakia@gmail.com)  
Subject line: **Internship**

The **closing date** for sending applications is **30 December 2016**.

The **interviews** will be held at the **start of January 2017**.

The planned internship **starting date is in mid-January 2017**.

Please note that, because of the volume of applications we receive, we will only contact you if we need you to attend an interview. If you do not hear from us you should assume that your application has not been successful.