



American Embassy Budapest

is seeking a highly motivated student for a

Local Internship ***(unpaid internship)***

at the Commercial Service for Fall 2016

The Commercial Service represents the U.S. Department of Commerce in Hungary. Their main goal is to generate export of US goods and services by helping US companies find business partners in Hungary.

The Commercial Service (USCS)

- organizes one-on-one meetings with Hungarian companies, and trade events where US companies can introduce themselves;
- prepares market research reports and company profiles;
- promotes and recruits delegations to major trade fairs in the United States;
- assists Hungarian companies planning to invest in the United States.

For more information, please visit <http://www.export.gov/hungary/> - thank you.

- Number of hours/day:

4-8 hours per day for 3- 9 months (maximum)

- Major duties and/or projects, the scope of work and related duties:

- Assistance with preparing promotional materials, market research and briefing materials
- Assistance with commercial news summaries, briefings on meetings
- Assistance with compiling guest lists
- Collecting statistical data including information on trade and production trends etc.
- Participation at American Chamber of Commerce events, professional conferences and forums

Required qualifications:

- Language: Hungarian/English
- General knowledge of Hungary's economy, business customs and practices
- Abilities and skills required: strong research and writing skills; competence in word-processing and use of database, spreadsheet, and presentation software (MS Office); assertiveness; good organizational skills.

- How will this internship benefit the section and the intern:

The internship program is a great opportunity for the interns to work in a professional environment and with skilled Hungarian and American colleagues. The intern can develop

his/her communication skills, learn new marketing and analytical techniques, and gain experience in planning and organizing trade events. USCS can benefit from the interns' academic knowledge, creativity, research and computer skills.

USCS has adequate workspace and equipment for interns to perform their duties during their internship.

TO APPLY: *Please submit the application form (can be obtained from the Educational Institution), your CV, Statement of Interest, and certification of active student status to the Human Resources Office, American Embassy, Szabadság tér 12. 1054, Budapest or to budapestrecruitment@state.gov. Closing date: May 2, 2016.*