Auslandspraktikum
Praktikumsplatz-Angebot
für den Bereich Administration

Land, Ort: Malta, Valletta
Einrichtung: Malta Chamber of Commerce
Ansprechpartner: Frau Lina El-Nahhal
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Webseite: www.maltachamber.org.mt
Start / Dauer: nach Absprache / 6 Monate
Beschreibung: The period for the internship would preferably be 6 months. I understand if this might not be possible, of course. We can still consider shorter periods. The tasks of the intern would mainly be the following:

- Assist in organisation of Chamber events;
- Prepare notices and articles of news and upcoming events to include in the Chamber's weekly newsletter;
- Assist in the management of the members' database and mailing lists;
- Assist in conducting the Internationalisation Survey by directly contacting Maltese companies and inputting the feedback received in the Chamber's database;
- Other day-to-day administrative duties;
- Other tasks requested by him/her by other departments of the Malta Chamber.

As you know we are a business organisation, so all tasks are built around a business environment.
Anforderungen:

Stipendium: Möglichliche Förderung über ERASMUS-Stipendien für Auslandspraktika.