

## **INTERNSHIP AT INVEST IN DENMARK (INDK) at the Danish Embassy in Paris**

Next vacancy: 1st of September 2018 to 31st of January 2019.

Closing date for applications: 9th of Marts 2018.

Send your application to: Embassy of Denmark, Paris ([paramb@um.dk](mailto:paramb@um.dk)).

Invest in Denmark (INDK) is the national investment promotion agency of Denmark and is part of Trade Council of Denmark, Ministry of Foreign Affairs of Denmark. Through active, focused marketing efforts in North America, Asia and Europe, Invest in Denmark assists all companies with an interest in establishing activities in Denmark.

Focus industries are Life Science, ICT, Clean Tech and Maritime Denmark.

See <http://www.investindk.com> for more information.

The successful candidate will be part of a dedicated investment team, assisting the Investment Managers working with investment promotion. Currently, INDK in Europe consist of two employees in Paris, two in Munich, one in London, one in Hamburg, one in Oslo, one in Stockholm and one in Barcelona.

### **Responsibilities**

- Compiling general and specific research on companies interested in investing in Denmark
- Market and media monitoring
- Correspondence with companies
- General updating of our databases
- Elaborating translations and presentations
- Preparing and participating in internal and external meetings
- Administrative tasks
- Report writing

There will be a great deal of correspondence with companies and network contacts, requiring a high degree of written as well as oral language skills in English. It is an advantage if you are also skilled in French.

### **Qualifications**

Invest in Denmark is looking for an extrovert and independent candidate to fill the trainee position. You are reliable and punctual, and you are able to work with deadlines. It will be an advantage if you possess a great deal of initiative. You are probably studying international business, marketing and/or languages at Master level. It is expected that each future trainee is a confident user of Microsoft Office.

### **Contact**

For further information about the INDK internship, please contact Niels Onteniente at phone +33 1 44312191 or e-mail: [nieont@um.dk](mailto:nieont@um.dk)