

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



Next vacancy: **1st of February 2024 to 31st of July 2024.**

Closing date for applications: 13th of September 2023 at 12.00.

Send your application to the Danish Embassy of Denmark, Paris (parambjob@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 companies with an interest in establishing activities in Denmark.

Focus industries are Life Sciences, Food, Tech and Cleantech. 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, three in Munich, three in London, one in Oslo.

From Paris, we are covering France, the Netherlands, Belgium and Italy, and mainly working on the cleantech and food sector.

Responsibilities

Supporting the local Investment Managers in their daily work:

- Compiling general and specific research on companies interested in investing in Denmark
- Identifying, screening and analysing potential French investors and target companies
- Market and media monitoring linked to the sectors covered as well as the companies we are working with
- Correspondence with companies
- General updating of our databases (CRM)
- Elaborating translations and presentations, and work on benchmark analysis
- Preparing and participating in internal and external meetings
- Administrative tasks (meeting minutes)
- Report writing

There will be a great deal of correspondence 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 Katrine Hagège at phone +33 1 44312192 or e-mail: kathag@um.dk