

German Centre for Industry and Trade Beijing Co. Ltd., Unit 1101A, DRC Liangmaqiao Diplomatic Office Building
19 Dongfang East Road, Chaoyang District, 100600 Beijing, PR China

**German Centre
for Industry and Trade
Beijing Co. Ltd.**
Unit 1101A, DRC Liangmaqiao
Diplomatic Office Building
19 Dongfang East Road, Chaoyang District,
100600 Beijing, PR China

Jochen Tenhagen
Managing Director
Tel.: +86 10 6590 69-19/-20/-21
Fax: +86 10 6590 7768
application@germancentre.cn

A Member of LBBW Group

15 March 2021

Trainee / Internship

The German Centre Beijing is the ideal place to work, connect and do business in China. We are presently looking for a trainee/ intern who enjoys dealing with people and companies in an international environment. The trainee/ intern is responsible for supporting daily business operations such as customer care, office rental, meeting room rental, and marketing.

German Centre for Industry and Trade Beijing Co. Ltd.:

The German Centre Beijing is a wholly-owned subsidiary of Landesbank Baden-Württemberg (LBBW) and part of a network of German Centres worldwide. We are a platform for companies from German-speaking countries to start and grow their business in China. We support companies with practical advice and services, provide tailor-made offices from 35-1,000+ sqm, and offer conference and meeting facilities with state-of-the-art equipment. The German Centre has been serving more than 500 companies in a central Beijing location since 1999. Visit our website at www.germancentre.cn or find us on LinkedIn to learn more about us.

Responsibilities:

- Support daily business operations such as customer care, office rental, meeting room rental, and marketing;
- Act as first point of contact and inquiry for visitors and tenants (in person, telephone, mail);
- Deal with customer/ tenant requests and communicate with building management;
- Meet with potential customers and tenants, present premises, and prepare offers;
- Assist with meeting room rentals, incl. bookings, communication, set-up, and on-site support;
- Give input for updating of marketing materials;
- Write and post content for communication channels;
- Keep customer information up-to-date in CRM system;
- General office administration;
- Other tasks as assigned.

Requirements:

- University degree, business related disciplines preferred;
- Experience in sales, marketing and business development;
- Outstanding communication skills and highly customer orientated;
- Independent and pro-active work style;
- Attention to detail;
- Ability to work in an intercultural team;
- Committed to integrity and transparency;
- MS Office skills; experience with CRM software preferred;
- Fluent in English and Chinese, German is a plus.
- Available duration for the internship (preferably 6 months)

Contact us:

Send your CV, cover letter and earliest possible availability with subject line "Trainee/ Internship" to the following email address by 7 April 2021: application@germancentre.cn.

We look forward to hearing from you.