



Job Description: Intern for Membership Department

Dear future Intern at AHK Serbia,

We are looking for you – our new colleague who will join our team at German-Serbian Chamber of Commerce in Belgrade, located on Topličin venac 19a.

We are looking for an intern who will **support our Membership department.**

- Duration: 3 months
- Start: ASAP
- Background: Economy, Organizational or Technical sciences, Business Administration
- Good command of both written and spoken English, German language is an advantage
- Good computer skills (MS Office)

Some of the tasks:

- Updating the existing database
- Assistance in event project management
- Assistance in customer retention & customer care
- Other tasks required by the mentor

What we offer:

- Paid internship
- Opportunity for professional and personal development
- Mentorship Program

Please contact Ms. Milena Djuric milena.djuric@ahk.rs for any further questions and your application.