



BRITISH CHAMBER
OF COMMERCE IN BELGIUM

Internship programme

The British Chamber of Commerce in Belgium is offering internships to students. The Chamber provides a friendly environment to work in that allows you to make full use of your skills and develop new ones, explore many areas, have a challenging job and meet interesting people.

The British Chamber Intern Programme is an ongoing 6 month and/or year-round (apart from our summer break mid July - mid August) internship programme. It is offered to students who are currently enrolled in a university level course, usually from a business school or administration background. The internship programme is focused on learning by experience and provides an opportunity to gain valuable work skills.

We work with and support the student so that they:

- ⌘ gain and develop management, organizational and communication skills
- ⌘ acquire project management skills
- ⌘ gain cross-cultural awareness and learn how work in a culturally diverse workplace
- ⌘ understand how organisations work
- ⌘ improve their command of English

Intern projects

British Chamber offers opportunities to take projects in following areas:

- ⌘ Office administration
- ⌘ Marketing
- ⌘ Communications
- ⌘ Finances and Accounting

Student may:

- ⌘ be a project leader
- ⌘ be a member of the project team
- ⌘ coordinate an event organization
- ⌘ do research on a topic
- ⌘ write documents, reports, manuals
- ⌘ update database information

Location

The internship takes place at the Britcham office, Boulevard Bischoffsheim 11, 1000 Brussels Belgium. The office is located at Madou metro station.

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Boulevard Bischoffsheim 11 - 1000 Brussels Belgium - T +32 (0)2 540 90 30 - F +32 (0)2 512 83 63 - events@britcham.be

www.britcham.be - VAT BE455.006.907 - Bank ING 310.1391540.64 - IBAN BE29.3101.3915.4064 - SWIFT/BIC

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Work hours

Office Opening hours are as follows:

Monday - Thursday : 09.00 - 17.00

Friday: 09.00 - 16.00

Type & length of internship

Full time internship - is where work is performed on regular basis as if working for the organisation.

Length

Typically interns start in August/September through until January/February or January/February through until May/June. However we can be flexible, depending upon college requirements.

Financial aspects

Britcham is a not for profit organization but we do provide a small payment during the internship.

Interns are able to participate in British Chamber events and courses at no cost.

What we look for in an Intern

Any intern joining us should reflect the same characteristics that we look for in our staff members: Self motivated, confident, proactive, positive, good level of written and spoken English, willing to help out in any area

Application and information

If you are a student considering taking part in the BCCB Intern Programme please send your CV and motivation letter to Glenn Vaughan, Executive Director at glenn@britcham.be or call +32 2 540 90 30.

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