



German Industry and Commerce  
Kuwait | Oman | Qatar | UAE  
المكتب الألماني للصناعة والتجارة  
الإمارات العربية المتحدة | الكويت | عمان | قطر

## Job Description

### Internship at the German Industry and Commerce Office Qatar (AHK)

**Duration: 3 - 6 months / Start: December 1<sup>st</sup>, 2016**

The German Industry and Commerce Office Qatar (AHK) is the official institution authorized by the German Federal Government and the Association of German Chambers of Industry and Commerce (DIHK) to represent the interests of German companies and associations in Qatar. Together with the head office in Abu Dhabi and the other representative offices in Dubai and Muscat we provide a wide range of services for UAE, Oman, Kuwait and Qatar.

The aim of the German Industry and Commerce Office ([www.ahkqatar.com](http://www.ahkqatar.com)) is to support the market entry of German companies into one of the most dynamic economic regions worldwide by offering development and encouragement of bilateral relationships, market information and studies, address information/ research, organization of delegations from Germany and delegations to other countries, trade fair representation in GCC and Germany, legal information and advice, customs and trade Information, debt collection service, credit worthiness checks, vocational training concepts as well as the project management of client's events and publications.

Additionally the German Business Council Qatar ([www.gbcqatar.com](http://www.gbcqatar.com)) which was established several years ago and is currently managed by the AHK. Over the years, the GBCQ has gained an impressive membership of about 150 representatives of German companies in Qatar and has opened its membership also to decision makers of Qatari companies and entities. The main objective of the council is to promote, cultivate and assist business relations between Germany and Qatar by forming a platform where business representatives of both nations can meet and exchange views and ideas.



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As an intern you will be fully integrated in the daily task of the AHK routine.

#### Responsibilities:

- Drafting, editing and updating of information leaflets, economical data sets etc.
- Drafting of invitations to business and social events; all administrative tasks related to organizing events (AHK workshops, GBCQ members meetings etc.) and support on-site
- Support with the organization of German economic and political delegations travelling to Qatar
- Common chamber tasks such as market research, mailings, business partner research for German and Qatari companies, research of possible business contacts
- Handling of general enquiries of local and German businesses
- Personal contact to customers of the chamber and allocation of relevant information
- Assistance in the field of public relations and media
- Identifying relevant articles in the Qatari newspapers, writing of summaries
- Answering incoming telephone calls
- Database Management

#### Requirements:

- Native German speaker
- Excellent command of English, both verbal and written
- Knowledge of Arabic is an advance
- Proficient MS Office user (Word, Excel, PowerPoint), sophisticated Internet-user
- Quick grasp and talent in organizing
- Proactive and flexible personality, ability to work well under pressure
- Motivated, self-starting team player

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