



We are looking for an **On-the-Job-Trainee** to support our Team!

The German-Philippine Chamber of Commerce and Industry Inc. (GPCCI) is a non-stock, non-profit organization that supports and promotes bilateral trade between Germany and the Philippines. Over the last years, the Chamber has established a strong network consisting of 150 members and serves as a central organ of the German business community.

We are currently seeking a motivated full-time OJT. While interning with our organization you will gain hands-on experience by working closely in a team environment and communicating directly with clients. You will get a deep insight in the organization of a non-profit-organization, learn about the German culture and cooperate with other German institutions in the Philippines.

Due to our small and flexible organizational structure it is necessary for each employee to assume full responsibility on their assigned duties as promptly and as excellent as possible.

As an intern, you will be providing business support in the following areas:

Accounting

- ❖ Assists in making open invoices payment follow-ups.
- ❖ Collates bank deposit slips or proof of payment from selected companies who had processed payments through bank transactions.

Membership and Customer Relations

- ❖ Gets updates/corrections/changes on members' contact information.
- ❖ Provides assistance on other members and non-members' general inquiries.

Administrative Support

- ❖ Ensures that all incoming external and internal communications are forwarded to the recipient
- ❖ Researches on specific project as assigned by his immediate head –including official visit/s to government offices.
- ❖ Maintains Facebook account and daily/weekly posts.
- ❖ Researches on daily blogs/news articles/related topics about Germany and the Philippines – for review of his immediate head before release of article in the Facebook and GPCCI website.

Events

- ❖ Assists and participates in the meeting/conference/office-event organization as instructed by his immediate head.
- ❖ Assists in Mabuhay Germany preparation and activities.

Requirements

- ✓ College degree in a relevant field
- ✓ Excellent verbal, nonverbal, business, interpersonal and organizational communication skills
- ✓ Analytical and has keen attention details. Can work well with less supervision.
- ✓ Good skills in Microsoft Office
- ✓ Required language(s): English
- ✓ Ability to speak/read German is an advantage but not required

Please send your application to:

GPCCI, c/o Hapag-Lloyd Philippines, 25th Floor, Trident Tower, 312 Sen. Gil Puyat Avenue, Makati City, nadine.fund@gpcci.org, Tel. 02-338 6845, Attn. Nadine Fund