



**Bavarian U.S. Offices for Economic Development, LLC**  
West Coast Division

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## **Job Board**

**We are looking for talented and highly motivated individuals for a 12-month internship and/or 18-month traineeship at our San Francisco office starting in the first quarter of 2019. Applications will be accepted until September 14<sup>th</sup> 2018.**

Invest in Bavaria is the business promotion and inward investment agency of the Bavarian State Ministry of Economic Affairs, Energy and Technology. Our representative office in San Francisco promotes the German State of Bavaria as a leading European business location in the Western United States and offers confidential consultation to U.S. companies with establishing or expanding business operations in Bavaria.

**We're looking for a Project Associate to join our team!**

### **What we offer:**

- An exciting work place in the heart of San Francisco's financial district and the most important tech hub in the world – Silicon Valley
- An energetic and intercultural work environment. Our team values open-mindedness, teamwork and flexibility
- Great networking opportunities with large corporates, innovative startups & VCs in San Francisco and Silicon Valley
- Hands-on experience: We're a small team, so you'll have plenty of opportunities to bring in your unique skills, new ideas, and know-how
- Fair compensation & vacation policy, reimbursement of visa costs (if applicable), healthcare

**What the job includes:**

- Attend industry conferences and networking events, as well as internal staff meetings and subsequently write reports about events attended.
- Support project managers with current projects and business development
- Conduct market research and create industry profiles about the latest tech trends (IoT, A.I., AR & VR, Big Data, Autonomous Vehicles, Cybersecurity, etc.)
- Accompany project managers to events and trade shows in various industries and assist with marketing and client follow-up (will likely include overnight business travel)
- Identify target companies and follow trends of U.S. companies via internet, newspapers, and business or trade magazines
- Correspondence with target companies as well as attending meetings
- Translate correspondence and marketing material from English to German and vice versa
- Keep our followers updated and engaged via our Social Media channels
- Identify new channels to meet innovative growth companies and financial investors in USA
- Administrative tasks (maintaining CRM system, answering telephones, preparing meetings, arranging marketing information packages, etc.)

**What we're looking for:**

- Recent graduate (at least a Bachelor's degree or equivalent) of preferably Business Administration or Economics, with focus in marketing, business development, entrepreneurship or related fields
- You're excited about entrepreneurship, startups & technological innovation
- Work experience in marketing, communications, business development or related field (a minimum of 1 year of post-degree work experience is required for 18 months traineeship)
- Excellent computer skills (entire MS Office Suite; InDesign or Photoshop are a huge plus)
- High-level proficiency in the English and German languages
- Excellent customer service and networking skills
- Strong research and communication skills (verbal and written)
- Open-minded, outgoing personality and flexibility

When fully qualified, applicants with a U.S. work permit are given preference in determining successful candidacy. Also, we prefer candidates who stay either 12 (intern) or 18 (trainee) months.

Please send your complete application (cover letter, resume and references) to [sanfrancisco@bavaria.org](mailto:sanfrancisco@bavaria.org). Applications will be accepted until September 14<sup>th</sup> 2018. Please note that we contact ONLY short-listed candidates.

We're looking forward to your application!