

The internship should start April 2020 and last up to 6 months.

INTERNSHIP (M/F/D) PROJECT AND OFFICE MANAGEMENT IN MEXICO

You are seeking a new professional challenge in Mexico City and are enthusiastic about cooperating in an international team? We would like to meet you!



In your head & heart: Your profile

- University graduate/ student
- First working experience would be appreciated
- Interested in cross border communication
- Language skills: Confident in German and exceptional English Skills
- Proficiency in Microsoft Office
- This role requires a responsible, service oriented and self-motivated team player with excellent communication skills, and a pro-active, well organized working style which enables them to work efficiently also under pressure



There's lots to do: Your tasks

- Support in training management: preparation and organization of business trainings, coordination with external consultants, management of travel arrangements and expenses
- Support of sales activities: Market research, preparation of business trips incl. marketing material, specific client information and travel management
- Your project: specific 6-month project to design and develop during the duration of your internship
- Assist in our office organization in Mexico
- Communication in German, English, and Spanish with business partners, trainers and our head office in Germany
- Take part in the design and development of projects



Your orange benefits

- We offer flexible working hours
- You work in an international, motivated team
- Work experience



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- We consult and guide companies in developing new markets in foreign markets

We look forward to receiving your online application, with your earliest starting date, at the following address:

Nancy Ortiz:

ICUnet de México, S.A. de C.V. Av. Santa Fe 170, Office 6-1-05, Col. Lomas de Santa Fe, C.P. 01210, CDMX; Phone: +52 55 9172 9210 ext. 247

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