



## Swedish Chamber of Commerce for Russia & CIS

Promote trade between Sweden, Russia and CIS

### **Intern at the Swedish Chamber of Commerce for Russia & CIS**

The Swedish Chamber of Commerce for Russia & CIS is looking for a student who would like to work part-time as a trainee at the chamber, to assist the CEO and Board of Directors.

The Swedish Chamber of Commerce for Russia & CIS is an information and contact organization owned by about 70 member companies, mostly Swedish exporters. As a Chamber trainee you are offered to visit one or several member companies in Russia. You will participate in all board meetings, at least four times a year, and in the annual general meeting and seminar of the chamber, and you will be invited to participate in various events organized by the UD, Business Sweden and others. You will have plenty of opportunity to meet and network with people in business or governmental positions connected to this region. Through your attendance, participation and work you will get valuable experience from board meetings, management, business, international relations and trade.

The position includes work related tasks such as being responsible for the Member Information section of the monthly newsletter, writing and editing content, you will write board meeting protocols, assist the CEO in various tasks, help organize and assist on events etc. and you are encouraged to take your own initiatives.

You should be enrolled at a relevant program at university and have studied for approximately one to two years. It is important that you are interested in this region, that you possess knowledge of the region and in the Russian language, in addition to Swedish and English. You need to have very good writing and communication skills in both Swedish and English and enjoy networking.

If you are interested in this position and if you have the right profile, we very much look forward to your application! Apply by sending your CV and cover letter to [m.k.osipova@gmail.com](mailto:m.k.osipova@gmail.com) (trainee) and [heinz@heinzsjogren.se](mailto:heinz@heinzsjogren.se) 0708-441162 (CEO) as soon as possible. The selected candidate will start in the position at the **end of November**.

If you have any questions regarding the Chamber and the position in particular - do not hesitate to contact us! You can also visit the chamber's website: [www.swedishrussian.com](http://www.swedishrussian.com)