

Internship: Join a small international team in international business
Amsterdam Business Support B.V. in the Netherlands, autumn 2017
For students with a background in international business/financial law



Amsterdam Business Support B.V. is a family owned company that provides international business services. We help companies and their owners to start up and run their businesses in the Netherlands. We relieve our clients of time consuming administrative matters so they can focus on their business. We also relieve them of unnecessary office and personnel costs. Our team members have a background in accounting, law and international business. We speak English, Swedish, German, Spanish and Dutch at a native/professional level, so that communication with the client is pleasant, easy and fluent. We have a good understanding of the differences in culture and legislation between our clients' country of origin and the Netherlands.

We are a company in transition. Earlier this spring we incorporated Stockholm Business Support AB, to help companies and their owners to start up and run their businesses in Sweden. We are currently doing the same in Frankfurt, for Germany.

INTERNSHIP ASSIGNMENTS:

1. Assisting in developing the German office

Our clients are international businesses that are successful in their own country and want to expand to the Netherlands or Sweden. We are now offering Germany as part of our business portfolio as well.

2. Co-creating an online platform for international business

Many clients that previously found us through their trusted advisors now find us through the internet. We want to offer these clients an online platform that makes it even easier to find relevant services.

Roles and Responsibilities

- Co-creating an online platform by producing legal/financial website content for Germany.
- Assisting with market research, lead generation, and partner and supplier development in Germany.
- Preparing legal documents and/or financial and administrative work.
- Participating in the daily work and meetings at our Amsterdam office.

Skills & Experience

- German is your native language and fluent English is an absolute requirement.
- Speaking Danish, Swedish or Dutch is a big plus (but not a requirement).
- You have a business/legal/financial background, with some knowledge of international tax law.
- You enjoy researching and fact finding, and are thorough in your work.
- You are comfortable working in a small team, working and meeting people at all levels.
- You should not be afraid of picking up the phone.

Other requirements

- The intern is enrolled in a bachelor or master program.
- The remuneration for the internship is 500€/month.
- The intern is expected to arrange for insurance and for his/her own housing.
- The internship starts in September/October and the duration is 4 months, 5 days a week.



APPLICATION PROCESS

Please send us your resume in English to: office@amsterdambusiness.support before the 21st of May. Selected applicants will be invited for a Skype call.