

ARCTURUSGROUP

Internship Public Affairs - Berlin

Company: ARCTURUS GROUP

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ARCTURUS GROUP is a public affairs consulting firm founded in Brussels in 2001 with corporate offices in Berlin, Paris and Marseille. Ranging from SMEs to leading industrial companies, we promote and represent the interests of our clients to European and national policy makers in order to support their expansion into new or developing markets.

Working in a dynamic and collaborative environment, our young multicultural and motivated team is operating in various economic sectors, such as energy, mobility and transport, health, agribusiness, as well as industry and services.

During the trainee program, you will have the opportunity to expand your knowledge on various political subjects while working in a professional and international setting. You will receive training in drafting analytical notes and reports, holding formal presentations and will also participate in institutional and business meetings.

Offer: Internship – Berlin

ASSIGNMENT

- Supporting the consulting team in their day-to-day activities (press reviews, monitoring, executive summaries, institutional mapping, etc.)
- Participating in the planning of institutional strategies and their pitch to our clients (research, proposal-building, participation in client meetings, etc.)
- Organizing institutional events (debate dinners, seminars, etc.)

DURATION: 6 months

START DATE: Soonest possible

LOCATION: Berlin

PAY: internship agreement required

PROFILE:

- Final year of studies in Political Science, International relations, Law, Economics, or a related field
- Excellent writing skills and the ability to analyze and compile information
- The ability to prioritize, work autonomously and under pressure
- Attention to detail and problem-solving skills
- Good knowledge of MS Office (Outlook, Word, PowerPoint, ...)

ESSENTIAL QUALIFICATIONS:

- **German (native level or equivalent) + fluency in French + fluency in English**
- Good knowledge of the German legislative process and public institutions

Please send your resume and cover letter to the following e-mail address: lmaizieres@arcturus-group.com

Please indicate "EU + your first name and surname" in the subject line of your email.

NB: Only applications with a profile corresponding to the essential qualifications will be considered.