U.S. Embassy Budapest

is seeking highly motivated students for a

**Local Internship program**

(Unpaid internship)

**in the Customer Service Centre in the Spring 2024**

20 hours/week (variable hours) for 6 weeks

**Major duties**

* Complete research to collect information to support the work of CSC
* Assisting in act on behalf, when it is necessary
* Assisting in scheduling appointments regarding setup internet
* Help with booking appointments
* Help with new car insurance making or renewal of the existing
* Help to sort out claims from various issues
* Assisting in different fields of CSC (translating, data recording, filing, etc.)

**Skills and qualifications**

* Advanced Hungarian and English (reading, writing, speaking)
* Office etiquette
* Basic MS Office knowledge (ability to draft e-mails and letters)

**How will this internship benefit the section and the intern**

The internship program is a great opportunity for the interns to work in a professional environment with Hungarian and U.S. colleagues. The intern will have an opportunity to master communication skills, to follow and learn the frequently changing laws, regulations and collect information and improve customer service skills. The intern can gain practical knowledge on the field of HR. The HR Office will benefit from the interns’ fresh academic knowledge, their creativity, and their computer skills.

**Certification**

The HR section has the adequate workspace and equipment for the intern to perform the duties during the internship.

Please note, there are no benefits attached to this internship, no compensation nor any future employment rights.

**How to apply**

Submit your application form (obtained from your university) along with your CV, Statement of Interest, and Certification of active student status to the Human Resources Office at the U.S. Embassy, Szabadság tér 12. 1054, Budapest or to budapestinterns@state.gov.

Closing date: 12/19/2023.