

U.S. Embassy Budapest

is seeking highly motivated students for a

Local Internship program (Unpaid internship)

in the **General Services Office's Customer Service team** in **Spring 2025**

20 hours/week (variable hours) for 6 weeks.

GSO Customer Service assists U.S. Direct Hires and their family members with the provision of personal services related to their arrival and departure (i.e. cell phone service for family members; personal internet/cable/satellite tv set up; opening and closing local bank accounts, submission of personal VAT claims, among many others).

Major duties

- ▮ Complete research to collect information to support the work of CSC
- ▮ Assist in ordering and scheduling appointments for internet installations
- ▮ Schedule check-in meetings for new arrivals
- ▮ Arrange for local car insurance, track renewal dates
- ▮ Issue and collect equipment and official documents for diplomats
- ▮ General assistance of CSC (liaison, translation, data management, and clerical work)
- ▮ Other duties as assigned

Skills and qualifications

- ▮ Language: 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 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 develop their communication and administrative skills, to follow and learn from professionals, and improve their customer service skills. The intern will obtain practical experience in the field of customer service while gaining industry insight at an Embassy.

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: 3 November
2024