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עמותת רשומה
בית שרבת, קומה 9
רח' קויפמן 4, תל-אביב 68012
ת.ד. 50150, תל-אביב 61501
טלפון: 03-6806800
פקס: 03-6133528



Placement Opportunity

Undergraduate (BA) student: ☒

Graduate (MA) student: ☒

Reference:	BMW – Event Management
Company Name:	BMW Technology Office Israel, BMW Group
Company Type: (Startup/Mature/...)	Mature
Location: (full address)	121 Menachim Begin Road, Tel Aviv
Duration of stay: (min 2, max 6 months)	4-6 months

Company Description:

The BMW Technology Office Israel is a small, dynamic R&D lab of the BMW Group. We are creating innovative technical solutions in collaboration with Israeli companies and academia. Prototypical implementations make these technologies testable and measurable. The setup of the R&D lab resembles more a startup than a large corporate, the office is based in the center of Tel Aviv.

Job Description and Tasks:

Organization of international events and visitor management tasks.
Preparation and support of office documentation and updating as well as maintaining knowledge database.
Creation and development of website and social media.
Maintenance of external network.
Creation of presentations and marketing material.

Essential Requirements:

Excellent communication skills with fluent English.
Organization ability or experience in event management.
Creative and self-motivated.
Social media and graphic design skills are a plus.
Sufficient computer skills (MS Office).

Remuneration Details:

Lunch and transportation expenses will be covered. The intern will have access to the office facilities like bike storage, gym, shower, selection of unlimited beverages.