



Swedish Chamber of Commerce in Lithuania
Member of the Association of Swedish Chambers of Commerce and Industry

"Talent Garden Vilnius", Vilniaus st. 33, Vilnius
01402, Lithuania
Tel.: +370 655 28266
info@swedish.lt, www.swedish.lt

IT Internship

Autumn semester 2021

Internship description

The internship is part-time (20 hours/week) and spans over the period of 4-6 months, from August until November 2021/January 2022. We offer a unique opportunity to gain practical and valuable 'real world' experience and to develop business-related skills working with international businesses, also to test your tech savvy knowledge in one of the most active international Chambers in Lithuania.

You will work in a small team together with the Managing Director and Administrative Assistant in a fast-paced mode and will be actively engaged in executing various daily activities related to improving and atomizing chamber's internal systems, IT-tools, data bases and websites. Pro-active approach and creative ideas are strongly encouraged!

The internship will be carried out in accordance with all safety measurements recommended by the Government of the Republic of Lithuania and the Ministry of Health, i.e., during the quarantine all work shall be carried out online-virtually, however when possible, with the lift of the quarantine, physically in the new office premises at Talent Garden Vilnius.

Duties and responsibilities

IT intern's primarily role entails scrutinizing chamber's IT tools, data bases, IT systems and offering various solutions and improvement, e. g. connecting automated calendar invites with event invitation emails, improving our WordPress website SEO, etc.

You are welcome to take a look at our [website](#), [LinkedIn](#) and [Facebook](#) pages to see who we are and what we do!

Requirements

- Currently enrolled in a university program, preferably in IT (or similar), or recently graduated
- Fluent in Lithuanian and English both in oral and in written
- Tech savvy person
- Eager to try out 'real life' and a Nordic organizational culture
- Ability to take own initiatives as well as to work in a small team

There is no financial compensation for this position from the Chamber, but the candidate may be eligible for a scholarship from her/his university – please check with your respective university.

If interested give us a ping via LinkedIn and/or send us your CV and motivation letter. The applications are accepted until 20th of June 2021 to: jone@swedish.lt.

The interviews will start running before the deadline, so you are invited to apply as soon as possible!

Looking forward to hearing from you soon!

/ SCCL team