



sequa gGmbH is a global non-profit development organization. Since 1991, we have been carrying out programs and projects of international cooperation in close partnership with German industry. The company offers expertise and experience in the fields of chamber and association support, vocational training, and trade promotion. The company is headquartered in Bonn. sequa employs over 120 staff (2026) and generates revenue of EUR 54 million (2024).

In our project Import Promotion Desk (IPD), we regularly offer an

Internship in Trade Promotion (m/f/d)

Place of work: Bonn or Berlin (Mitte)
Scope: Full-time
Start dates: At the beginning of each quarter
Contract duration: 3 months

The Project

Together with the German Federal Association of Wholesale, Foreign Trade and Services (BGA) and other partners, we are implementing the "Import Promotion Desk (IPD)" project. The project gives small and medium-sized enterprises from partner countries access to the European market and supports them in building trade relationships. The aim is to integrate partner countries into global trade and thereby contribute to sustainable economic development in these countries. The IPD is funded by the German Federal Ministry for Economic Cooperation and Development (BMZ). The IPD is part of the "Partners in Transformation – Business & Development Network," which brings together the BMZ programs for economic actors.

Your Tasks

- Assisting with the organization and implementation of events and other project activities (e.g. international trade fairs, foreign delegations on study tours)
- Conducting research on relevant importing companies in the IPD sectors
- Supporting public relations work (e.g. photo database)
- Assisting with reporting on IPD sub-projects
- Supporting project administration



Your Profile

- University studies, at least in the 5th semester
- Excellent user skills in common Microsoft Office applications (Word, Excel, PowerPoint, Outlook) as well as organizational skills
- Fluent German and English, spoken and written, and ideally knowledge of another foreign language (French, Spanish, Russian)
- Resilient personality with a great deal of initiative, flexibility, and a communicative, socially competent attitude in a dynamic, multicultural environment
- Diplomatic skill in working with numerous stakeholders at various levels (governments, associations, companies) and in different intercultural contexts

What We Offer

We offer you the chance to work in a highly dedicated team in an international environment, with a responsible area of work and short decision-making paths.

Please send your application documents (cover letter and CV in German, availability) by email to praktikum@sequa.de. Applicants with disabilities will be given preference in the case of equal qualifications.