

**Long-term Internships of Bachelor Students
of Freie Universitaet Berlin in China**

Profile for a Prospective Internship Position	
Name and Location of Company SIEMENS	Siemens Ltd., China No.7, Wangjing Zhonghuan Nanlu. Chaoyang District, Beijing 100102, P.R.China Wholly foreign-owned enterprise with business activities in China in the following fields: <ul style="list-style-type: none"> • Automation and Control • Communications • Building Technologies • Medical Solutions • Power • Services • Industrial Solutions and Services • Transportation www.siemens.com.cn
Starting date of the internship, duration in months	01.09.2008, 6 months
Location of the internship	Beijing (or other major Chinese cities)
Main responsibilities of the intern (keywords)	Will depend on the field of business within Siemens group. In general, interns will be assigned project-oriented responsibilities under supervision of senior staff. As an example an internship profile for a "commercial officer" is attached
Preference for candidates with the following major(s)	Strong preference for Business or Economics majors, Mathematics or Computer Science also possible. Students with other majors will only be considered if they have Business or Economics as a minor
Skills required	MS-Office literate, being able to work in a team and on one's own responsibility
Language requirements	English – excellent skills, spoken and written
Chinese language necessary?	Not necessary
Remuneration per month (in RMB)	4000 RMB
Other benefits	Assistance to finding accommodation
Additional remarks	

Commercial Officer

Tasks

- Monitor and control operating costs for assigned cost centre
- Manage the financial performance of assigned profit centre with business partner
- Monitor, control and administrate department assets
- Develop and manage investment plans/funds with Siemens business partner
- Identify, improve and implement business policies and operations within the division
- Control purchase function and/or negotiate contracts
- Represents the interest of the business unit to internal/external customers
- Prepare and review commercial documents to ensure adherence to existing policies and procedures
- Remain informed on accounting issues through self education and training
- Address and resolve internal/external customers/suppliers issues

University Education

- Major in Business Administration, Finance of Accounting

Knowledge/Languages

- In Business Administration or equivalent
- Working knowledge of related computer applications
- Basic/advance knowledge of accounting principles, practices and procedures
- English: fluent