


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

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| Profile for a Prospective Internship Position | |
| Name and Location of Company  | 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