



AUSTCHAM CHINA INTERNSHIP PROGRAM INDUSTRY RELATIONS ASSOCIATE (BY CORRESPONDENCE)

Key Responsibilities

- Assist senior management to refine and execute AustCham China industry relations strategies
- Liaise with Industry and Policy Research Associate to source new Members and develop Membership and strategic partner proposals
- Retain existing Members through high-level delivery of AustCham services
- Assist senior management to improve ongoing projects with strategic partners and to develop new projects
- Assist senior management with the design and execution of sponsorship agreements
- Represent AustCham China at meetings with existing Members, prospective Members and strategic partners
- Assist senior management with additional administrative tasks as directed
- Liaise with AustCham China liaison offices in South and West China vis-à-vis industry relations strategies which concern AustCham China as a whole organisation

Selection Criteria

- Currently undertaking Bachelor's degree or equivalent (minimum) in a related field
- Demonstrated interest in Australia-China relations
- Excellent verbal and written communication skills
- Strong analytical and research skills
- Strong work ethic and aptitude for excellence
- Must be organized and detail-oriented
- Ability to build relationships with key stakeholders in virtual corporate environment
- Ability to work under pressure and meet KPIs
- Understands the considerations and values of a non-profit NGO
- Ability to work independently and effectively within a cross-cultural small team virtual environment

Internship Availability

AustCham China

Room 2103, the Exchange Tower, B-118, Jianguo Avenue, Chaoyang District, Beijing.
北京市朝阳区建国路乙 118 号京汇大厦 2103, 邮编 : 100021 E: info@austcham.org T: +86 10 8561 5005



- Full-time internships preferred, however we are open to part-time internships. If part-time Interns will need to be available for a minimum of 20 hours between Monday and Friday during business hours.

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