



## AUSTCHAM CHINA INTERNSHIP PROGRAM MARKET RESEARCH ASSOCIATE (BY CORRESPONDENCE)

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### Key Responsibilities

- Assist senior management with the publication of regional and global market updates for China-Australian business community in South China
- Liaise with strategic partners for the purposes of most up-to-date market research
- Produce weekly market development reports, articles and Member-related content
- Conduct market research and data analysis as directed by senior management
- Post-edit official AustCham publications and assist with content management
- Inform Marketing and Communications Team of most up-to-date market findings for the purposes of event content creation
- Assist Marketing and Communications Team identify keynote speakers for the purposes of providing high quality event content for Members
- Represent AustCham China through webinars and podcasts 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 market developments 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
- 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.

### **AustCham China**

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