

Summer 2017 Internship

About the positions

This is a great opportunity to be part of our corporate expansion, which involves strategic research and development of new areas of our business. You will be exposed to a **diversity of projects and tasks** will ensure a steep learning curve and an exciting job role. The right candidate gets the chance to learn from a highly experienced team of entrepreneurs who mentor and teach their staff.

The role is a full-time internship for 10-11 weeks.

Project: Expert Speakers

- Reporting to the Managing Director and Senior Business Development Manager helping with business growth strategy in the area of expert networks and key note speakers
- Review academic materials and/or business case studies
- Help set strategy and build strong picture for senior management to make decisions on business expansion
- Research new clients, business opportunities and strategies that can be implementable by Asia Business Development Group
- Marketing: assisting with the design of marketing materials.
- Client meetings: attending client and prospect meetings when required

Profile: Who you are

- A university student studying commerce, entrepreneurship, economics or similar.
- Entirely fluent in both written and spoken English.
- Must be very detail oriented, and possess strong logical and problem solving skills.
- Goal driven, rather than just fulfilling job duties. Able to work independently and under pressure without compromising on the quality of your work.
- Experienced in detailed data research of companies, key persons and contact details through the use of company websites, LinkedIn, etc
- Exceptional time management and organisational skills are essential. Very strong ability to multi task and to organise your workload independently, without losing focus.
- Willing to learn new skills and to work hard to help prepare for your career.

What we offer you

- Diversity of projects and tasks will ensure a steep learning curve and an exciting job role.
- You will work directly with the Managing Director and the highly successful Sales & Business Development Team, from whom you can learn about business skills, negotiation skills, relationship management, and trading.
- We offer public holidays and a 5 day work week

- You will join an international and dynamic office culture.

Please note that no visa sponsorship will be provided. This should be organized independently.

There is no salary associated with this position.

- *All personal data collected will be kept in strict confidence and only for employment-related purposes.*
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