

## **CBBC Internship Opportunity (Research and Editing Position)**

The China-Britain Business Council (CBBC) is the UK's national business network promoting trade and investment with China. Since 1954 we have acted as the independent voice of business, located at the heart of the action, engaging across both countries in every sector and region. We support our members and partners by delivering the advice, analysis and access which they need in order to seize the China opportunity. Our diverse membership includes leading UK companies and universities, many of the UK's most dynamic SMEs, and an ever increasing number of Chinese companies exporting to and investing in the UK.

China-Britain Business Council (CBBC) is looking for interns to fill a number of positions in our offices in Beijing, Shanghai, Guangdong, and Shenzhen. Interning at CBBC offers applicants the opportunity to gain experience in an organization working at the forefront of UK-China business relationship during unprecedented times. Interns will gain a deeper understanding of international trade, international relations, and business in China.

### **Research and Editing Intern:**

Research and Editing Interns will work with the Client Services Team to maintain the quality of CBBC's service offerings, including client reports, long- and short-form research, and other business intelligence services. Interns will edit content and carry out research into topics relating to international trade and UK-China business in a rapidly changing global economy. Interns may also have the opportunity to contribute to CBBC's digital platforms on a wide range of topics and may provide support during CBBC events.

### **Requirements:**

- Native English speaker
- Student visa holder
- Currently based in China
- Interest in international business
- Strong attention to detail
- Good knowledge of Microsoft Office (PPT, Excel, Word)
- Editing/proofreading experience
- Knowledge of China and Chinese language
- Social media skills (desirable)

Interns will work alongside CBBC staff in our Beijing, Shanghai, Guangdong, or Shenzhen office. CBBC has both full- and part-time opportunities available and working hours can be discussed based on applicants' other commitments. Internships at CBBC are currently non-remunerated.

To apply, please email your CV and a short cover letter to [CBBCHR@cbbc.org.cn](mailto:CBBCHR@cbbc.org.cn) indicating the dates of your availability and which office(s) you would be available to intern at. Please use "CBBC Internship – Candidate Name" as the subject of the email. Applications will be reviewed on a rolling basis so you are advised to apply early.