

## INTERNSHIP OPPORTUNITY: RESEARCH AND EDITING

The China-Britain Business Council (CBBC) is seeking **Research and Editing Interns** to be based in our offices in Shanghai and Beijing. Working within our **Research and Editing Team** and reporting to our Research Manager, an internship at CBBC offers the opportunity to gain experience in an organisation working at the forefront of the UK-China business relationship, as well as to develop a deeper understanding of international trade relations with the world's second-largest economy and one of the most dynamic and innovative markets globally.

<b>Start date:</b>	Ongoing	<b>Length of internship:</b>	Flexible
<b>Working days and times:</b>	Three to five days per week, full time	<b>Office location:</b>	Shanghai or Beijing

### RESPONSIBILITIES

Research and Editing Interns will work within CBBC to develop and maintain the quality of our service offerings, including research reports, business intelligence and content for our digital platform, **FOCUS**. Delivering results for our members and clients, as well as the wider business community, interns will work with CBBC's specialists throughout China and the UK in sectors including financial and professional services, advanced manufacturing, life sciences and healthcare, technology, renewable energy, training and education, e-commerce and retail, food and drink, the creative industries and the built environment.

### REQUIREMENTS

- » Native English speaker (or equivalent)
- » Interest in international business, trade and investment
- » Strong attention to detail
- » Good knowledge of the Microsoft Office suite
- » Experience of research and editing (desirable)

### APPLICATION

CBBC has both full- and part-time opportunities available and working hours can be discussed based on the applicant's other commitments. Internships at CBBC are currently non-remunerated.

To apply, please email your CV and a short cover letter to [CBBCCHR@cbbc.org](mailto:CBBCCHR@cbbc.org), indicating the dates of your availability and which office(s) you would be available to intern in. Please use "CBBC Internship – Candidate Name" as the subject of the email. We regret that only short-listed candidates will be notified.

### ABOUT US

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 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.

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