**Intern** – Project Assistance

The EU SME Centre (the Centre) is a project funded by the European Union, with aim to help EU small and medium-sized enterprises (SMEs) that prepare to do business in China by providing them with a range of information, advice, training and support services. Established in October 2010, the Centre has entered its second phase which will run until July 2018.

The Centre is implemented by a consortium of six partners - the China-Britain Business Council, the Benelux Chamber of Commerce, the China-Italy Chamber of Commerce, and the French Chamber of Commerce in China, the EUROCHAMBRES, and the European Union Chamber of Commerce in China.

The Centre is now looking for a bright individual taking the role of *Intern – Project assistance* to join the team in Beijing.

**Description of responsibilities**:

* Support to promote the EU SME Centre among the project’s stakeholders, through day-to-day administration, such as greeting guests, setting up meeting rooms for various events, helping hot desks;
* Support with outreach activities in collaboration with Enterprise Europe Network partners <http://www.eupic.org.cn/> ;
* Assistance with updating website content;
* Liaison with local service providers;
* Logistics supports such as booking travel and accommodation for Centre staff and experts;
* Assistance to our in-house teams on data input and analysis, as well as reporting and statistics, such as database;
* Assistance with expertise researching on legal, market access and business development and draft replies;
* Translation, editing such as contract, documentations;
* Others required by the operation of the Project

**Requirements and qualifications:**

* Enthusiastic to work with European stakeholders to promote the EU SME Centre and a client-focused attitude towards people;
* Excellent organisation, analytical and communications skills;
* Strong IT skills, with an excellent knowledge on how to use Excel, Word and PowerPoint - Interest and experience in digital marketing and social media would be a plus;
* University graduate, marketing and business background is preferable;
* Working language will be English - proficiency (spoken and written) in other languages would be an advantage;
* Candidates of any nationality are welcome to apply for this position - excellent Chinese language skills would be preferable;
* Candidates outside of mainland of China only with a valid residence permit/visa will be considered.

Duration of the internship: 6 months.

Interested candidates can send their CV and cover letter to:

hr@eusmecentre.org.cn

For further information about the EU SME Centre, visit [www.eusmecentre.org.cn](http://www.eusmecentre.org.cn)