

RESEARCH INTERN

Location: Hanoi

ABOUT US

Emerging Asia Insights & Consulting Services Company Limited (“EAIC”) is a private consulting firm established in 2018 based in Hanoi. We focus on sustainability and innovation. We advise organizations from the initial planning stage to full execution management. We leverage our network of advisors, consultants and strategic alliance partners for domain and functional expertise. Our on-the-ground team provides immediate support to both our domestic and international partners.

JOB DESCRIPTION

We are looking for PAID full-time Research Interns. The position is ideal for self-motivated fresh graduates to support with implementing research projects and assist with general office tasks. You will report to the Office Manager and Board of Directors. Responsibilities include but are not limited to:

- Support team on gathering and analyzing data to provide insights on macroeconomics and industry trend in Industry Coverage Groups:
 - Energy, Oil & Gas & Utilities
 - Professional Services
 - Environmental, waste and water
 - Technology
 - Telecommunications
 - Communications
 - Financial Services
 - Engineering & Construction
 - Capital Projects
 - Resources, mining & commodities
 - Education
 - Healthcare
 - Consumer
- Assist on developing research report and business/strategy plan
- Provide written or verbal (if required) translation from Vietnamese - English and vice versa on multiple industry articles, whitepapers, researches and during discussions between stakeholders
- Organize document dissemination process with stakeholders
- Assist Associates on liaising with third-party consultants, advisors, legal counsel, accountants, etc.
- Manage, organize, and maintain documents in paper or electronic filing systems
- Provide general administrative assistance per Office Manager delegation

JOB REQUIREMENTS

- Enrollment/Degree qualification from a recognised programme in Business/ Finance / Accounting / Marketing / Law
- 4th year or Fresh graduate preferred
- Experienced in collecting, interpreting and organizing data
- Attention to details and a commitment to accuracy
- Excellent interpersonal and communication skills
- Fluent and confident in English and Native in Vietnamese.
- Honest, organized and a team player.

BENEFITS

- Competitive compensation and benefits package.
- Professional and friendly working environment.
- Opportunities to advance quickly and fast track your career.
- Weekly training courses uniquely designed to promote employee growth and continued learning.
- A team that is reliable and willing to listen and engage with every team member.

HOW TO APPLY

Send your CV to our recruitment team at: recruitment@eaicservices.com.

Hanoi Office

4 Floor, 12 Hoa Ma, Pham Dinh Ho ward, Hai Ba Trung district, Hanoi

Visit our website for up-to-date information: <https://www.eaicservices.com/>