

Job Description for Research Intern

Position: **Research Intern**
(Possibility of converting into permanent employment for outstanding performers)
Duration: **3-6 months**
Full time/ Part time: **Part time/Full time**
Vacancy: **1-2**

Job Description:

- Support the consulting team in fulfillment of consulting engagements. This would entail:
 - Industry Research including secondary and primary
 - Development of industry notes
 - Participation in development of consulting frameworks
 - Support in quantitative modeling
- Support the analyst team in development of analyst reports. This would entail
 - Industry Research including secondary and primary
 - Development of industry notes
 - Support in market sizing and forecasting models
 - Support in report writing
- Support the local sales team in marketing and lead generation activities. This would entail
 - Development of marketing collateral/sales toolkit
 - Support in making calls to prospects or existing clients

Job Requirements:

- Highly motivated individuals who enjoy meeting and talking to people
- Committed and able to work under pressure
- Disciplined approach to time and schedule management
- Possess good interpersonal, communications and organizing skills
- Basic Microsoft Office (Excel, PowerPoint, and Word) skills preferred

Qualifications:

- Business-related graduate or undergraduate students. Great English communication skill

How to apply:

By April 20th, 2012, Please send your English and Chinese CV to Ms. Janice Lin:
janice.lin@frost.com

研究實習生

職位: 研究實習生 (表現傑出者可獲得正職工作機會)
期間: 3-6 月
全職 / 兼職: 全職(暑期) / 兼職(其他時間)
職缺: 1-2 位

工作職責:

- 協助顧問團隊完成顧問專案的執行，包括：
 - 透過主要或次要研究方法進行產業分析
 - 製作產業相關文件
 - 參與顧問架構發展
 - 協助計量模型
- 協助分析團隊完成分析報告的發展，包括：
 - 透過主要或次要研究方法進行產業分析
 - 製作產業相關文件
 - 透過市場預測模型協助預估市場大小
 - 協助報告撰寫
- 協助業務團隊完成行銷業務推展，包括：
 - 製作相關行銷業務工具
 - 協助電話聯繫客戶

職位需求:

- 開朗大方自主並喜愛和人群互動
- 願意承擔責任並在壓力下工作
- 有紀律並具備良好的時程規劃能力
- 具備良好的人際與語言溝通技巧
- 良好的Microsoft Office (Excel, PowerPoint, and Word) 使用技巧

應徵條件:

- 商學相關背景研究所或大學生，具備英文溝通能力

應徵方式:

在 2010 四月 20 日之前，請將中英文履歷寄至：Ms. Janice Lin: janice.lin@frost.com