



European Chamber of Commerce

# Internship Programme

## Research Department

### Objective

An internship at the research department of the European Chamber of Commerce, Singapore, is an opportunity to gain experience in managing and executing various activities of the Chamber and is intended for candidates who are interested in gaining experience working in the field of international business and government affairs.

The research department focuses specifically on providing policy information on Singapore, ASEAN and the EU by creating databases, conducting surveys and studies and giving workshops and seminars.

The role requires someone who is eager to learn and work in a small team with an ability to work in a detailed, analytical and hands-on manner amongst a diverse team of stakeholders.

### 1) Responsibilities

#### a) Committees and Membership Activities

- Support EuroCham Committees (reports, minutes, research activities)
- Daily monitoring of the press (EU, Singapore, ASEAN)
- Monitor Public Consultations by Singapore Government as well as the EU Commission and regional Governments.
- Participate in survey execution and result analysis
- Liaise with relevant stakeholders, industry associations, chambers and government bodies
- Gather market information on the ASEAN and the EU trade blocs
- Provide support in the business development of the Chamber and membership expansion

#### c) General Office Administration and Website Update

- Update and manage website content related to Committees
- Update information pool on ASEAN and EU
- Organise scheduling, agenda and meetings of the project team
- General office duties including filing, and answering phone

#### d) Prepare comprehensive hand-over for following intern

### 2) Duration

- 3- 6 months

### 3) Requirements

- University degree in Economics, Business or International Policy Studies
- Interest in international business and Government Affairs
- Full proficiency in English is mandatory. Bilingualism in other European languages are an asset
- Ability to work in a small team and good organisational skills
- Flexibility, outgoing and pro-active attitude
- Computer literacy (Microsoft Office, internet research)

### 4) How to apply

- Applications are received on a rolling basis. Submit CV and application letter to Mr Yiannis Korkovelos, Policy&Corporate Affairs Manager: [internship@eurocham.org.sg](mailto:internship@eurocham.org.sg)