

BIC EURONOVA China Project Assistant Intern Recruitment

I. Introduction to the Organization

BIC EURONOVA was created with public capital and was established in 1991 by the European Commission's Directorate-General for Regional Policy (DG REGIO). It aims to support and promote activities and investments in the context of EU Green New Deal and digital transformation objectives. Over 300 BIC global nodes gather key European academic, research, and industrial institutions, including government agencies, universities, investment institutions, science parks, and enterprises, forming the EU|BIC innovation and industrial ecosystem to promote EU regional development and international cooperation. BIC EURONOVA is an important think tank for the EU Green and digital strategy. In September 2022, BIC EURONOVA China was established.

II. Internship Position

We are currently recruiting a Project Assistant due to business needs.

III. Position Requirements

1. Bachelor's degree or above, domestic or international students.
2. Priority will be given to majors in English, Spanish translation, computer and software-related and business.
3. International students from EU countries are preferred.
4. The ability to intern offline in Beijing or Shenzhen offices, with some online work possible. The internship period should not be less than three months (December 2024 - February 2025), and those who can intern for more than 90 working days are preferred.
5. Good foreign language communication and translation skills.
6. Proficiency in using business software.
7. Diligent, responsible, strong communication skills.

8. Strong team collaboration skills.

IV. Job Responsibilities

1. Assist in completing international and domestic project research.
2. Business document translation.
3. Participate in the organization and reception of various foreign affairs activities.
4. Copywriting and promotional material writing.
5. Website and online system maintenance.
6. Other tasks assigned by leadership.

V. Internship Benefits

Here you can gain:

1. Broaden your international perspective at EU-related institutions.
2. Engage with Chinese and European government officials and business leaders in the fields of technology and investment.
3. Participate in high-end industry events and conferences.
4. Improve copywriting skills.
5. Improve project management and business communication skills.
6. Enhance understanding of international cooperation, especially in the fields of industry, innovation, and investment.
7. Gain opportunities for short-term or long-term overseas internships and exchanges.

Interested parties can send their resumes to info@eubic.com.cn.

Contact phone number: 13439927722, Mr. Yang.