

## Dearin & Associates – Trade & Economic Research Internship

Dearin & Associates is an international business consulting company that helps established companies to access opportunities and capital in fast-growing international markets.

We specialize in the Middle East and North African (MENA) region, helping Australian companies to enter MENA markets and MENA companies to enter the Australian market. We also provide corporate advisory services to Australian and MENA-based companies and are known for our high quality, independent advice.

Our services include international market entry, strategic business connections and cross-cultural consulting and training.

### The Position

Dearin & Associates is currently seeking a Trade and Economic Research Intern for our Sydney office.

The successful applicant will have the opportunity to research and contribute to a range of commercial intelligence assignments and client projects.

### Responsibilities:

#### 1. Research and Writing

- Conduct trade and economic research and writing for client projects, including trade missions and strategic business connection programmes; and consulting products, such as industry reports, market overviews and market entry programmes.
- Identify relevant content across a wide spectrum of topics, including business, trade, economics, politics and cultural relations
- Draft articles, blog posts and other content for Dearin & Associates' website, newsletter and other communications collateral

#### 2. Business Correspondence

- General administration and office tasks as they arise
- Liaise with a range of business and government stakeholders
- Draft correspondence to Dearin & Associates' stakeholders, including emails and formal letters

### Skills and Qualifications:

- Currently studying or a recent graduate in the field of international business, economics, international relations, politics, finance or another related field

*Both undergraduate and postgraduate students are welcome to apply. Undergraduate students must be in at least their third year of study.*

- Very high level of written communication skills as demonstrated in the application process
- Strong desktop research skills

- High level of attention to detail
- Strong analytical and economic research skills
- Ability and willingness to learn and adapt to new technologies, particularly cloud-based collaboration and productivity applications
- Applicants with two languages or demonstrable cross-cultural experience will be highly regarded

**Professional Development:**

An internship with Dearin & Associates provides numerous professional development opportunities, including:

- Opportunity to work in a growing startup consulting company with a dynamic, young team in our vibrant office on Cockatoo Island in Sydney Harbour
- Opportunity to work across a range of exciting, internationally-focussed projects
- Opportunities to attend industry events and network with business and government leaders
- Increased knowledge of and practical experience in international business
- Practical experience in trade and economic research, including the opportunity to contribute to real client projects
- Enhanced business communication skills
- Experience liaising with a range of business and government stakeholders, both domestically and overseas

**Duration:**

Twelve weeks

**Required Hours:**

The successful candidate needs to be available for a minimum of two working days per week, from 9.00am – 5.00pm. One of those days needs to be from Monday - Wednesday with the remainder of the week flexible depending on their study schedule and the availability of office space.

**Reimbursement:**

This is an unpaid internship and does not constitute an employment relationship with Dearin & Associates.

However, the successful candidate will be reimbursed for the cost of their transportation and meals to the value of \$20 per day.

**Location:**

The internship will primarily take place at Dearin & Associates' Sydney office:

Suite B, Building 30  
Cockatoo Island  
Sydney, Australia

In addition, there may be opportunities to attend industry events elsewhere within Sydney. Dearin & Associates will cover the intern's transport and entry costs in these instances.

### **Application Procedure**

Please submit the following documents to apply for this position:

- Cover letter
- Resume
- Writing sample of approximately 1000 words on a topic relating to trade, business or economics

*Applications submitted without a writing sample will not be considered. You are welcome to submit a writing sample which you have already written for university or other purposes.*

### **Contact:**

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