



## **Intern (Singapore office)**

CSR Asia is a social enterprise and the leading provider of Corporate Social Responsibility (CSR) information, training, research and consultancy services in the Asia-Pacific region. CSR Asia promotes sustainable business practices and builds capacity in companies to promote awareness of CSR in order to advance sustainable development across the region. We have offices in Hong Kong, Shenzhen, Guangzhou, Beijing, Singapore, Bangkok, and Kuala Lumpur.

The Singapore office of CSR Asia is looking for a committed and enthusiastic individual who can assist CSR Asia in project research and marketing of key CSR Asia events such as the CSR Asia summit. There will be opportunities to help out in other areas too such as writing articles for our newsletter. This is a short term internship of two to three months, depending on availability. Prior knowledge of CSR or sustainable development issues is desirable, but not a requirement.

You should be organised, a self starter, and capable of managing all aspects of a project.

This internship will provide you with insight into what it's like to work in a social enterprise committed to furthering sustainable development in the region. It will equip you with important research skills and CSR knowledge.

The intern applicant should be ideally based in Singapore permanently.

Knowledge and Experience:

- Some project management/research skills
- Attention to detail and capacity to meet deadlines
- Excellent written and verbal communication skills (English)
- Knowledge of and interest in CSR (environmental, human rights, community investment issues etc.) is an advantage
- Strong IT Skills: Word and Excel
- At least 1 year of relevant experience preferred, but fresh graduates will also be considered

This is a non paid position but CSR Asia will provide a lunch stipend. If you are interested in the intern position please email your application letter and resume to Mr Vijay Ramani at [vramani@csr-asia.com](mailto:vramani@csr-asia.com)