

Position: Administrative Assistant (Internship), IISD China Office

International Institute for Sustainable Development

The International Institute for Sustainable Development is a Canadian-based, international public policy research institute for sustainable development. Over its more than two decades in existence, it has focused internationally mainly on the nexus of sustainability and economic issues, including trade and investment as it relates to international governance, national policy making and private sustainability standards. It has worked in China for over a decade, partnering with the DRC and also the Ministry of Commerce, and the Ministry of Environmental Protection through its involvement in the China Council for International Co-operation on Environment and Development.

Our vision: Better living for all -- sustainably.

Our mission: To champion innovation, enabling societies to live sustainably.

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Job Description:

Administrative assistant intern's daily work is to assist administrative work and report directly to the operations officer. Meanwhile, he/she will assist green finance team to write and edit the internal publication "IISD Green Finance Newsletter", as well as help with other project teams. Therefore, he/she will have the chance to know the process and management of all the ongoing projects.

The intern will get transport and meal allowances during the internship.

Job Duties:

- Assist project teams in desk research and data collection;
- Assist in editing and designing of the internal publication IISD Green Finance Newsletter;
- Assist in translation, copy-editing and archiving of publications and documents;
- Assist in preparation for meetings and events;
- Update and maintain the contact database regularly;
- Assist in the projects' logistics;
- Assist in daily administrative work, including acquisition, distribution, and management of office supplies; receiving, registering, and distributing IISD shipments and packages; copy and scan, etc.

Job Requirements:

- College students in his/her last year;
- Available to work at least 3 days/week for 3-6 months;
- Able to perform under pressure;
- Effective communication skills and strong team working spirit;
- Proficient in Microsoft Office including Word, Excel and PowerPoint;
- Proficient in Mandarin with strong writing skills;
- Fluent in English, able to complete daily English correspondence, strong oral skills are preferred;
- Takes work seriously, completes work carefully and responsibly.

Location:

Chaoyang District, Beijing, China

Application Deadline:

May 31st, 2015

Contact:

Please submit your Chinese and English CVs to iisdchina@gmail.com