



DEZAN SHIRA
& ASSOCIATES

(3 – 6 months) BUSINESS DEVELOPMENT INTERNSHIP



Dezan Shira & Associates was originally incorporated in Hong Kong in 1992, and has subsequently grown over the past two decades to support sizable operations in mainland China, India, Vietnam, and Singapore, with a strong affiliate partnership in Russia and Central Asia. The firm provides services exclusively to foreign direct investors within the specialization of corporate establishment, business advisory, tax advisory and compliance, accounting, payroll, due diligence and financial review services to multinationals investing in emerging Asia.

Asia Briefing Ltd.

Established in 1999, Asia Briefing Ltd. is dedicated to providing individuals and enterprises with the latest business and regulatory news as well as expert commentary relating to conducting business in emerging Asia. The publishing house is a fully-owned subsidiary of Dezan Shira & Associates- a specialty foreign direct investment consulting firm with offices in China, Hong Kong, India, Vietnam and Singapore, and liaison offices in Italy and the United States. Knowledge, expertise and commentary is regularly contributed by Dezan Shira & Associates' professional legal and tax staff.

What We Offer:

- Interns will be challenged on a regular basis to realize their full capabilities.
- Interns will be able to apply and improve on communication, time management and networking skills through projects and attending relevant events.

What We Require:

- Knowledge of or interest in tax, accounting and law in China
- Strong English-language writing and speaking skills; Mandarin reading skill highly desirable
- Strong communication skills; Desire to meet and interact with Western businessmen
- Detail-oriented; Proactive worker that demonstrate initiative



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- Interest in China business and investment environment; ability to adapt to Chinese culture.
- Graduate university degree desirable but not required

Key Duties:

- Assist the business development team in all aspects of client development and account management;
- Assist in organizing prospective client meetings and documenting discussions;
- Prepare power point presentations, proposals, and engagement contracts for prospective clients;
- Conduct client development-related research projects;
- Attend client development events and serve as a representative of Dezan Shira & Associates;
- Conceive of and carry out individual research projects and produce well-written reports;
- Administrative tasks as necessary or helpful from time to time.

Remuneration: Stipend/month

Application Instruction

Positions are available around China offices: Beijing, Shanghai, Guangzhou & Dalian.

Send your CV & COVER LETTER to: hr-intern@asiabriefingmedia.com

Please provide a cover letter with your motivation for the internship, your availability and office that you wish to be based in.