

1st Position: Sales Intern

We are looking for someone with a multi-language background to work in our Market Research department in China. The internship will run for 6 months and successful candidates will be offered a permanent position: if you do not intend to join us for more than the 6 months internship, please do not apply. The job is in a city called Wuhu in China's Anhui Province (<http://english.wh.cn/>).

About the Company

We are a fast growing renewable energy information company with offices in UK and China. Our company runs the world's most popular website for information about companies in the solar industry. We have a team of people accelerating the Photovoltaic Industry in many ways; Market Research reports, profiling the companies in the industry, broker services via our Trade department assisting Western companies to purchase from Chinese manufacturers. In addition, we launched a Jobsite that will focus on posting jobs in the Photovoltaic Industry from companies all over the world! Visit us at www.enfsolar.com to learn more.

Job Details

As an account manager your key role will be to generate new sales leads. You will call marketing managers and sales managers of solar manufacturers to introduce ENF's solar market research reports and solar advertising. Those that are interested you will pass through to your sales colleagues to discuss with customers and close the deal. Both you and your sales colleagues who complete the sale will receive commission on each successful sale.

By working together with experience sales colleagues and listening to them complete the sales – you will improve your own sales abilities and gradually take on more responsibilities in the amount of interaction you have with each customer.

In addition you may also be asked to research new types of companies that are not in our core internal lists, such as finding the person at each investment bank in a certain country that is responsible for renewable energy analysis.

Our sales team uses a very advanced CRM system (Microsoft Dynamics) and we have a full-time Microsoft Dynamics programmer dedicated to continuously advancing this tool – and within the sales team you will not only learn how to use this software, but also you have the opportunity to give feedback and requests to the CRM developer to guide the development of the CRM system.

Compensation

ENF will provide living accommodations within a shared apartment with other ENF employees. The internship is an un-paid assignment with an opportunity to gain extensive knowledge in the industry – however on any sales you are involved in, you will receive a 5% commission. Your flight to China and your visa application fees will be your responsibility, while ENF will provide you with the return flight ticket.

Key Skill Requirements

- Good Telephone skills – job involves a lot of cold calls to PV managers
- Fluency in English – Please do not apply if your English is not good enough to fluently discuss business over the phone.
- Graduated in a Business-related degree.
- Fluency in one of the following languages – **French, Spanish, Italian, German, Japanese, Korean.**

Information about Wuhu:

It is important for us that our new team members are stable and happy, so we would like to point out a few potential negatives to potential candidates:

- There is little night life and bars in the city: people who love to hit the town will be disappointed with the social options.
- We are based in real China: unlike Beijing and Shanghai, there are very few foreigners in Wuhu so if you just want to hang around with Europeans only there won't be much choice.

On the positive side the city is well developed and clean: there are global supermarket chains in the city and large department stores which make shopping easy. Living expenses are 1000-1500 rmb (100-150 euros).

To apply for this job, please email the CV and a cover letter to: salesint_uni@enfsolar.com Please name the subject reply as **internship with the name of the department** (Sales Intern) for the position.

2nd Position: Industry Analyst Internship

ENF is now the world's most popular industry Directory of Solar products, sellers and manufacturers. We are looking for candidates with strong technical background in Renewable Energy like Solar or possibly Wind to work in our Industry Directory. The job location is in a city called Wuhu in China's Anhui Province and we require a commitment of 6 months.

Job Responsibilities

The job will be to work on ENF's industry directory. This will involve classifying companies by technology, writing descriptions of trade shows, promoting ENF's website among renewable websites, mapping out new types of technology to be added to the directory, helping to develop the directory's structure, and other tasks relating to the advancement of ENF's website. ENF's current solar power industry directory can be found on our website www.enf.cn

Essential Skills

- ♦ PV or renewable energy technology background or have a strong technical background that will demonstrate that you can absorb the details of renewable energy technologies very quickly, and should be proficient at researching and understanding new technology areas – and mapping out technologies in a simple way that can be easily understood.
- ♦ This will involve classifying companies by technology, writing descriptions of trade shows, promoting ENF's website among renewable websites, mapping out new types of technology to be added to the directory, helping to develop the directory's structure, and other tasks relating to the advancement of ENF's website.
- ♦ Good communication skills and good project planning abilities.
- ♦ Fluent in English, Other languages would be an advantage.

Compensation

- ♦ ENF will provide for flights and visa costs at the end of internship period and assist in visa application.
- ♦ Accommodation within a shared apartment or partial allowance.
- ♦ 5 days of vacation in addition to Chinese National Holidays.

Future Prospect

The internship will run for half a year and successful candidates will be offered a permanent position: if you do not intend to join us for more than the 6 months internship, please do not apply. The opportunities in the company include full-time analyst positions working on PV or wind technologies, or possibly positions in other departments if the candidate shows strong abilities in business areas. For excellent candidates there is the strong potential for rapid career progression to management positions (potentially as quickly as 1-year from start of internship for outstanding people).

Working Hours

5 days a week / 40 hours weekly.

Further Information about the Company

ENF is a rapidly growing renewable energy information company with offices in UK and China. It has been operating for 6 years and has approximately 40 staff. We have a team of people making market research reports profiling the companies in the industry and we have a trade team assisting Western companies to purchase from Chinese manufacturers. Visit us at www.enf.cn to learn more.

To apply for this job, please email your CV and cover letter to: jdint_uni@enfsolar.com

Please name the subject reply as internship with the name of the department (Industry Analyst Internship) for the position.

3rd Position: Market Research Intern

We are looking for someone with a multi-language background to work in our Market Research department in China. The internship will run for 6 months and successful candidates will be offered a permanent position: if you do not intend to join us for more than the 6 months internship, please do not apply. The job is in a city called Wuhu in China's Anhui Province (<http://english.wh.cn/>).

Compensation

ENF will provide living accommodations within a shared apartment with other ENF employees. The internship is an un-paid assignment with an opportunity to gain extensive knowledge in the industry. Your flight to China and your visa application fees will be your responsibility, while ENF will provide you with the return ticket.

Key Skill Requirements

- Good Telephone skills – job involves a lot of data collection by phone
- Fluency in English – Please do not apply if your English is not good enough to fluently discuss business over the phone.
- Graduated in Business or Renewable Energies fields
- Fluency in one of the following languages – **French, Spanish, Italian, German, Japanese, Korean.**

Job Details

The job will be to work on ENF's MR Department. The position's goal will be to grow the Recommendation System by interviewing entrepreneurs and managers about their deals, get their experience and rate other PV companies; other tasks will include participation in the preparation of our Reports. This job requires extensive phone calling to reach our Solar Panel Installer Community.

To apply for this job, please email the CV and a cover letter to mailto:mrint_uni@enfsolar.com

Please name the subject reply as **internship with the name of the department** (Market Research Intern) for the position.

4th Position: Market Research Assistant

We are looking for someone with a Math / Statistics/Excel background to work in our Market Research department in China. The internship will run for 6 months and successful candidates will be offered a permanent position: if you do not intend to join us for more than the 6 months internship, please do not apply. The job is in a city called Wuhu in China's Anhui Province (<http://english.wh.cn/>).

Compensation

- ENF will provide living accommodations within a shared apartment with other ENF employees. The internship is an un-paid assignment with an opportunity to gain extensive knowledge in the industry. Your flight to China and your visa application fees will be your responsibility, while ENF will provide you with the return ticket.

Key Skill Requirements

- Fluency in English – Please do not apply if your English is not good enough to fluently discuss business
- Graduated in Maths / Statistics and similar fields or in Business with a strong interest in analytics
- An advanced level in Excel is desirable

Job Details

The job will be to work for ENF's MR Department. Potential candidates who have extensive Excel knowledge and numerical skills are encouraged to apply which leads to develop career path as automation or professional data analyst. The position demands collecting and analysing data and perform Microsoft excel skills for market research. Self-motivated candidates will be taken to advanced level market research projects which will be also good opportunity to work with the practical industrial data.

To apply for this job, please email the CV and a cover letter to dataint_uni@enfsolar.com

Please name the subject reply as **internship with the name of the department** (Market Research Assistant)for the position.

5th Position: HR Intern

We are looking for someone with a HR background to work in fast growing market research company in China. The internship will run for half a year and successful candidates will be offered a permanent position: if you do not intend to join us for more than the 6 months internship, please do not apply. The job is in a city called Wuhu in China's Anhui Province (<http://english.wh.cn/>).

Compensation

- ♦ ENF will provide accommodation within a shared apartment with other ENF employees. The internship is an un-paid assignment with an opportunity to gain extensive knowledge in the industry. ENF will pay for flight & visa costs.

Key Skill Requirements

- Ideal candidates will be fluent in English; good communication skills are needed, as well as good project planning abilities.
- HR degree or psychology degree is required.
- 1+ year of HR or job search/recruit related experience is a plus (but not required).
- Knowledge of Human Resources Management principles, concepts, and practices, excellent skills to conduct interviews and written communications skills to prepare reports, correspondence, and personnel documents.

Job Details

The job covers all aspects of HR, but with a particular focus on recruitment. There are two Chinese HR staff and a Cuban HR staff, and we are looking to recruit 2 Western HR interns to join the team. Interns who perform very well will have the opportunity to take a full-time post with the company, and someone who performs excellently is likely to be promoted to the post of HR manager within 1-year (1-year from the start of internship).

Partial list of responsibilities:

- Posting jobs on paid sites, free sites, universities – tracking value for money on paid sites.
- Organising Chinese university recruitment events / Chinese intellectual market job fairs.
- Signing up and working with recruitment agencies in China and India.
- Screening incoming CVs and conducting screening interviews.
- Organising business tests, other ability tests and developing psychometric tests.
- Undertaking background reference checks on candidates.
- Developing recruitment strategies to deal with problematic recruitment areas – eg. English-speaking software developers within China, Korean-minority people fluent in English from Jilin province, German interns etc
- Assisting in visa procedures for foreign new hires.
- Organising induction training and developing on-going training programs.
- Arranging staff contracts.
- Development of employee handbook.
- Undertaking exit interviews, and developing strategies to lower staff turnover rates.
- Development/migration onto HR software platforms to improve the efficiency and quality of HR department work.

It is important to note that this job role is not a simple role to follow established HR process. To excel at the role you will need to be very smart and very proactive in the development of process – finding ways to improve quality and efficiency in all aspects of HR work. People with the 9-5 mentality expecting to put in only what is expected of them will not be appreciated.

To apply for this job, please email the CV and a cover letter to hrint_uni@enfsolar.com

Please name the subject reply as **internship with the name of the department** (HR Intern) for the position.