

Example Project Placement Plan

Essential information:

Company	World-Asia Connection		
Company Country	Vietnam	Company Website:	www.worldasiaconnection.com
Virtual or In-person	In-person	Career Field	Business

About the Host Company

Established in 2019, WORLD-ASIA CONNECTION (WAC) is a dynamic start-up created to connect businesses in Asia, Europe, Americas, Russia and Middle-East. Our proven worldwide network allows us to bring a real and concrete added-value to your business, supporting your expansion and long-lasting development. We bring the right people together! We offer high level tailored business services thanks to our team of international and polyglot experienced advisors.

Core Skills

- Research and analysis
- Design electronic or manual website, marketing materials, posters,
- Business Development: networking, emailing, client visits

Internship Title: Admin and Business Development Officer

What are the main projects that Intern is working on?

The trainee will support the WORLD-ASIA CONNECTION team in daily activities and will have the rare chance to be involved in diverse missions: communication, digital marketing, sales. Working in close collaboration with the CEO and the General Director, he / she will have the opportunity to learn a lot and improve his / her soft skills as well as discover and better understand business culture in many foreign countries.

Key Tasks:

- Market information and sectorial information search: market surveys on specific sectors
- External data collection: internet, phone calls, interviews, fairs, exhibitions, etc.
- Possible translations from Vietnamese / English and vice versa
- Assist in organizing meetings, interviews, travels etc.
- General assistance as required