



Job Description

RESEARCH INTERN

20-25 hours a week

Duration: 6 months

The Research intern will focus on specific research projects needed by the firm. The candidate should be a detail oriented individual with excellent writing and presentation skills

The role requires flexibility to look into diverse topics and depth of information.

Direct Reports This candidate will report to the CEO and managing partners only.

Job Description

- To research and report on designed topics or areas pertinent to specific projects
- To elaborate documents, presentations and/or videos on specific areas of interest to the firm
- To contact relevant organizations and request information on specific topics as required
- To maintain fluid communication with the management team with regular follow ups to redirect the research focus if needed and better adapt to changes or new requests
- To elaborate, analyze and propose viable options to research formats
- To work closely with the team at all times

Person Specification

- Proactive attitude at all times
- Extreme attention to detail
- Ability to work in a team effectively
- Fluid communication and reporting to management
- Ability to write at advanced level in English

Desired

- Ability to read, understand and speak French (intermediate level)
- Ability to read, write in Spanish (advanced level)

Please submit your CV, portfolio or video presentation to talents@harringtonblue.co.uk