

**Dynamic Consulting** is a boutique strategic consulting and market intelligence firm, with captive offices in Shanghai and Beijing, as well as strategic partners across Asia Pacific. Dynamic Consulting is offering an array of services including:

- Strategic market assessments and market entry programs
- Competitor intelligence and benchmarking studies
- Acquisition/alliance and investment opportunity analysis
- Customer satisfaction surveys and customer intelligence
- Strategy development and market planning
- Value chain analysis
- Manufacturing cost benchmarking

Dynamic Consulting's clients include many of the world's largest and most successful companies in the chemical, material, energy, automation, and related manufacturing industries.

Working in Dynamic Consulting, you will gain great opportunities to **work closely with Partner directly**. The Partner can offer daily guidance and in-time on-job training to improve your project execution skills including data collection, data processing, analysis and validation, as well as final reporting.

### Consultant/Research Analyst – Shanghai

Due to our continued fast expansion, we are now recruiting **Consultants/Research Analysts in our Shanghai office**. Work under the guidance of Project Manager/Partner, your main duties and responsibilities include:

随着我们业务的不断发展，公司目前在上海地区招聘咨询师/市场分析师。在项目经理/合伙人的指导下，任职人的主要工作职责如下：

#### **Project volume 项目量**

- Undertake two projects concurrently  
同时做两个不同项目

#### **Project planning 项目计划**

- Familiarize with proposal in preparation for the kick off meetings  
熟悉项目建议书, 为项目启动会做准备

#### **Project research execution 项目调研执行**

- Secondary research - conduct secondary research to understand the market background in preparation for field research/primary interviews  
二手资料调研 – 通过二手资料的查询，迅速了解目标行业，为一手资料的电话采访做好充足准备
- Contact list - develop target interview contact list  
联系人名单 - 找出目标采访的联系方式
- Call reports - fill in call reports as and when conducting interviews. Make sure call reports are neat and organized  
采访问卷记录 - 边采访，边填写采访记录。确保采访记录整洁，有条理
- Primary interview - conduct primary interviews including telephone and face-to-face interviews to collect required market information. Use your judgment to determine the accuracy of information obtained  
一手资料调研 – 通过电话采访（主要方式）和面访获取第一手市场信息。通过判断和思考来审核获得信息的准确性
- Interview summary - write interview summary in a logical manner to summarize market information of completed interviews on a weekly basis  
采访总结 - 每周有逻辑地撰写访问和调查资料的总结

#### **Report writing 项目报告撰写**

- Assist in report writing by filling in section of report based on report template provided

协助撰写报告 - 基于报告模板填补部分报告

**Project time management 项目时间管理**

- Fill in time sheets daily and control personal allocated project man-days so as to avoid project overrun 每天填写工作时间表。控制分配给个人的项目时间以避免项目超限

**Post project responsibility 项目结束职责**

- Post project review - organize all call reports and contact list of your assigned area and submit to Project Managers upon project completion  
项目结束总结 – 项目结束后，整理好所有电话记录和联系名单交给项目经理

**The ideal candidate should have the following attributes:**

- Bachelor's degree and above  
大学本科及以上学历
- Ability to conduct second research independently  
能独立查找二手资料
- Excellent communication skills and is able to work under pressure  
良好的沟通应变技巧及承担压力的能力
- Familiar with Office Applications, particularly PowerPoint and Excel  
对 office 软件熟练应用，尤其是 PowerPoint 和 Excel
- Methodical and ability to summarize own work  
思路清晰，对自己做的工作有总结能力
- Proficient in English  
能熟练应用英语

We welcome new graduates who are in their final year of University looking for an internship to apply for the job.  
我们欢迎即将毕业正在寻找实习工作的大学或研究生申请此职位

To apply, please send your CV with a cover letter indicating your current and expected salary to:  
hr@dynamiconsulting.com

**Note: THIS IS NOT AN ENGINEERING / IT PROJECT MANAGEMENT OR MANAGEMENT CONSULTING POSITION**