
ENF Recruitment – Jobsite Intern

We are looking for someone with a multi-language background to work in our Jobsite department in China. The internship will run for 6 months. 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 has 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.ensolar.com to learn more.

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 and from China and your visa application fees will be your responsibility.

Key Skill Requirements

- Ideal candidates will be fluent in English in addition to at least **one** of the following languages: **Spanish, French, Italian, German and Japanese.**
- A background in recruiting, HR or job search/recruit related function is preferred.
- Good communication skills are needed, as well as good project planning abilities.

Job Details

The job will be to work on ENF's Jobsite department. This will involve significant translation work and participation in the initial task to collect related data (job posts) from several different sources. Other tasks will revolve around the basic functionality of the site and efforts for continuous improvements.

Assist in the Promotion of Incisive Recruitment to clients and candidates, largely through management of social networking websites such as Twitter, Facebook and LinkedIn and expanding upon and managing the relationships with current existing advertising forums.

Further 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 as Chinese people prefer to drink in restaurants. This means that people who like to go out drinking a lot 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 some global supermarket chains in the city showing food labels in English, and large department stores which make shopping easy.

Although there is only one English-language TV channel, the company has a DVD library with over 1000 DVDs for the staff to borrow.

To apply for this job, please send your CV to rachel@ensolar.com

Note: We do not want any applications from Chinese nationals at this time.