



**Position:** RESEARCH ASSISTANT

**Start Date:** July/August/September 2018

### **Company Background**

Ecovia Intelligence is a specialist research, consulting & training firm that focuses on the global organic & related product industries. Since our formation in 2001, we have developed a first-rate reputation in our specialist industries: organic foods, fairtrade products, natural cosmetics, functional foods and ecological products.

We are offering a work placement for a research assistant at our company. The internship would be suited for undergraduates / graduates looking for experience in market research and / or business consulting. Duration of internship is 5-6 months.

### **Job Description**

The research assistant will be providing support to our research team. Duties include:

- Implementation of research programmes
- Secondary Research: literature review & internet searches
- Primary Research: obtaining information from business executives via in-depth telephone interviews
- Company Profiling: preparing competitive profiles of key companies
- General research administrative duties, such as filing and organising documents
- Internet searches and downloading relevant articles

Guidance and training will be provided however the person should be keen, motivated and a self-starter. The person will be working a 40 hour week at our West London office.