



Research Analysts and Editors

Pacific Strategies & Assessments - Shanghai

Full Time

Why join PSA:

Working at PSA, you will do interesting, challenging work, and be part of a fast-growing multicultural team of diverse and talented people. You will edit and write reports covering a wide range of industries, for clients including some of the world's leading companies. This is a great opportunity to grow as a professional and develop your career, while learning a lot about business both in China and globally.

Background to the Firm:

Pacific Strategies & Assessments (PSA) is a specialist risk consultancy. For over 20 years we have been at the forefront of delivering critical information to our clients through market leading due diligence, investigations, and advisory services. With strong roots in Asia, PSA is a global provider of information services with international staff working from offices in Dubai, Hong Kong, Manila, and Shanghai.

Role:

Pacific Strategies & Assessments ("PSA") is currently seeking Research Analysts and Editors for its Shanghai office. These are entry level positions with strong prospects for growth and increased responsibility.

The requirements and responsibilities listed below are for both positions, as a significant part of the Research Analyst role will cover editing and vice versa.

Responsibilities:

- Write, package and edit reports in English, based on research carried out by other team members.
- Write clear and concise executive summaries suitable for C-suite executives and senior compliance officers to use as a basis for their decision making.
- Conduct media research and inquiries in English (and Chinese, when necessary).
- Assist in and manage due diligence and investigation cases.

Requirements:

- A Bachelor's Degree or higher in a relevant subject.
- Native English language level.
- Intermediate Chinese language skills.
- Two years of relevant experience, or otherwise able to meet work visa requirements – for example, a recent foreign graduate of an accredited Chinese university in a relevant field.



Suitable candidates will have wide general knowledge, excellent analytical skills, strong oral and written communication skills, and the ability to work and think through problems independently.

The ideal candidate will also have:

- Previous business/risk/security consulting, finance/auditing, writing/editorial/journalism experience.
- Excellent writing, editing and research capabilities.
- An ability to work well with a multicultural team.
- Strong time management, including the ability to manage multiple competing deadlines and to effectively prioritize.
- Proficiency with Microsoft Office.
- Advanced Chinese language skills, and/or other relevant language skills.

Applicants may send a resume and a cover letter to grace.mu@psagroup.com