

Diligencia Intern

Full/Part Time

Part time

Location

Oxford or remote

About Diligencia

Diligencia is a specialist information services provider, focused on due diligence solutions and corporate intelligence across Africa and the wider Middle East. Established in 2008, we use advanced technology and human insight to gather and compile high quality legal entity data in territories where public domain information is not readily available. This data acts both as a foundation for our clients' KYC and due diligence activities as well as our own investigative research; the data and insight we provide informs opinions and accelerates our clients' decisions. Headquartered in Oxford, Diligencia has offices in Morocco and the UAE, coordinating our data gathering activities across emerging markets. Our vision is to bring clarity to a region poorly served by reliable and accessible public record information.

What we believe and how this informs our daily decision making:

- **Clarity:** this is our guiding philosophy and informs everything we do, from the quality of our information to what we offer our clients i.e. enabling clarity in their decision making
- **Authenticity:** our information is authentic because we have gone back to original and official data sources to establish unequivocal facts. We also strive to be authentic, open and honest in our relationships with all our stakeholders; we provide information on the MEA region which we believe should be easily and openly accessible to everyone
- **Tenacity:** we have had to work hard to build our database, tying together data from several different sources, sometimes entering it manually. Our company history therefore speaks of tenacity, the same kind of tenacity and attention to detail all our employees show when they go about their research
- **Relationships:** the relationships between the subjects on our database unlock the power of our information; the relationships we have with our clients, our employees, our suppliers and our host governments are also key to our future success.

Job purpose

We are looking for a dynamic, energetic intern who is eager to learn about our company by assisting various departments. You will be working closely with our sales and business development team to conduct research, capture data and attend internal meetings where required.

To be successful as an Intern, you should be willing to help with any tasks assigned by your supervisor and the wider team. You will be involved in upcoming projects as well as assisting with current sales campaigns. Our immediate needs are for an Intern to assist with identifying potential sales leads. The successful candidate will be searching company websites and other sources in the public domain, filtering and capturing appropriate information before adding it to Diligencia's internal sales database / CRM system. The successful candidate will very much be part of our team.

This role is part time and training will be given as required. Remote working is acceptable.

Responsibilities

- Diligently perform research as agreed with your supervisor
- Attend review and planning meetings (remotely if needed) as required
- Use Diligencia's CRM platform to upload new and manage existing data
- Provide periodic reports on activity
- Suggest ways of improving our processes

Requirements

- A final year student or recent graduate
- Eager to learn and work with various departments in the company
- Excellent verbal and written communication skills
- Proficiency in Microsoft Office
- Ability to multitask
- Cope well with short deadlines
- An understanding of business / company functions is a benefit but not a requirement
- An interest in the Middle East and Africa is a benefit but not a requirement

How to apply

Please send your CV and a short covering letter to james.redfern@diligenciagroup.com.