

The Italian Chamber of Commerce in Hong Kong and Macao

The company

Location	Hong Kong, China
Type of business	Services
Job function	Business development, Event organization and marketing, Business services

Trainee's profile

Languages required	<ul style="list-style-type: none">● Italian (native)● English (fluent)● Mandarin is a plus
Education	<ul style="list-style-type: none">● Socio-economics● Marketing/communication● Oriental linguistic disciplines
Computer skills	Proficiency in Microsoft Office suite; Proficiency in taking photos and photo editing is a plus

Required skills

- Good communication skills (oral and written)
- The intern should have a positive attitude: a 'can do' approach and willingness to learn
- She/he should have a natural inclination for team working and collaboration, be flexible and organize her/his own work.
- She/he has to be interested in living and working in an international environment
- She/he has to be interested in getting an experience in the promotion of business relations between Italy, Hong Kong and Macao

Job description

Job content

The intern will have an active role in events organization and marketing activities, market research and business matching services, follow-up with clients, documents and contracts translations, database organization, business development. Furthermore, the intern will be involved with the Chamber's publications and website maintenance, support and updating.

Notes

- The Italian Chamber of Commerce in Hong Kong and Macao provides medical insurance
- The Italian Chamber of Commerce in Hong Kong and Macao provides a list of agencies and websites where to find accommodation
- Professional dress code is required