



Hong Kong Economic and Trade Office (Tokyo)

The Government of the Hong Kong Special Administrative Region
of the People's Republic of China

Host Employer:	Hong Kong SAR Government Economic and Trade Office
Internship Position:	Intern
Industry	Government/Public
Department:	Economic and Trade Office
Duration:	4 - 6 weeks (in June - Aug)
Internship Location:	Tokyo, Japan
Job Code:	A1044
Company Website:	http://www.hketotyو.gov.hk/japan/en/

The representative office of the Hong Kong SAR Government in Japan

Related Disciplines

MM, FH, FB

Key Duties and Responsibilities

Help in media monitoring, policy research

Liaison with Japanese communities, organisation of events, and administrative support using Japanese

Job Requirements:

1. Fluent in spoken Japanese a must, acceptable standard in reading and writing skills preferred
2. Studying in journalism or marketing or a related discipline preferred
3. Good knowledge of Word, Excel, and other common office software
4. Good team worker with a cheerful and helpful personality, and punctuality

Desirable Attributes:

N/A

Language Requirements

Japanese, English

Working Days and Working Hours

Monday to Friday

9:00 - 18:00

Benefits provided, if applicable

JPY10,000 per actual working day