



Hong Kong Economic and Trade Office in Singapore

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

Host Employer:	Hong Kong Economic and Trade Office in Singapore
Internship Position:	Intern (Investment Promotion)
Industry	Government-related agency/Public organisation
Department:	Investment Promotion
Duration:	Between early May to end Aug (minimum 10 weeks internship)
Internship Location:	Singapore
Job Code:	A178a
Company Website:	www.hketosin.gov.hk

This office is the official representative office of the Hong Kong Special Administrative Regional Government covering Singapore, Laos and Vietnam, as well as India.

Job Summary

The intern will be part of the Investment Promotion team, whose main role is to solicit business investments in Hong Kong from ASEAN companies. This will involve conducting market research, developing engagement strategies, organising outreach campaigns and events (both physical and online), engagement of business prospects and providing administrative support.

Related Disciplines

AF, AMA

Key Duties and Responsibilities

1. Conduct market research on target sectors and develop engagement strategies
2. Organise outreach events to solicit investment interest
3. Maintain social media network work to continuously engage prospects
4. Engage prospects to provide business advice
5. Provide administrative support

Essential Attributes:

1. Degree in Business Administration / Marketing
2. Has strong initiative, good communication skills, driven and adaptable attitude

Language Requirements

English (Spoken), Mandarin (Spoken), English (Written), Mandarin (Written)

Working Days and Working Hours

5 days a week, Monday to Friday, 8:45am to 5:30pm

Lunch Hour: 12:45pm to 1:45pm