



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(Public Relations)
Industry	Government-related agency/Public organisation
Department:	Public Relations
Duration:	Between early May to end Aug (minimum 10 weeks internship)
Internship Location:	Singapore
Job Code:	A178d
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

This position combines versatile experiences from the news side, event management to social media promotion. Interns will have a wide exposure as a media watcher, an event organiser and a PR strategist. Excellent command of language and meticulousness are essential.

Related Disciplines

FB, FH

Key Duties and Responsibilities

1. News monitoring and preparation of media summaries
2. Ideation for social media content and preparation of write-ups
3. Event management of cultural events and preparation of marketing collaterals
4. Desktop research on topics assigned
5. Updating of databases
6. Preparation of Newsletter articles, and drafting and translation of press releases under supervision

Essential Attributes:

1. Excellent command of English and Chinese
2. IT savvy, conversant with social media skills. Design knowledge and skills is a plus.
3. Courteous, meticulous, attention to details. Have good news sense in Hong Kong's public affairs.

Desirable Attributes:

Students majoring in translation/journalism and communication/language subjects/marketing is a plus.

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, with 1 hour lunch break