



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 (Commercial Relations)
Industry	Government-related agency/Public organisation
Department:	Commercial Relations
Duration:	Between early May to end Aug (minimum 10 weeks internship)
Internship Location:	Singapore
Job Code:	A178e
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

To assist senior officers in the work relating to fostering trade relations between Hong Kong and countries under our purview including Singapore, Vietnam, Laos and India

Related Disciplines

FB, FH

Key Duties and Responsibilities

1. To assist officers in conducting research and preparing the report on major political and socio-economic developments in countries under the purview of our office
2. To assist in arranging duty visits and meetings for senior officials with our counterparts in order to fostering the bilateral relations
3. To assist in organising events for promoting Hong Kong

Essential Attributes:

1. University students in Hong Kong
2. Good communication skills and can speak in English and Mandarin
3. Detail-oriented, be responsible and work in a team

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