



Host Employer:	HKTDC Limited Singapore Branch
Internship Position:	Project Assisant
Industry	Trade Promotion Body
Department:	HKTDC Limited Singapore Branch
Duration:	6-8 weeks
Internship Location:	Singapore
Job Code:	A190
Company Website:	https://www.hktdc.com/

The Hong Kong Trade Development Council (HKTDC) is a statutory body established in 1966 to promote, assist and develop Hong Kong's trade. With 50 offices globally, including 13 in Mainland China, the HKTDC promotes Hong Kong as a two-way global investment and business hub.

We organise international exhibitions, conferences and business missions to create business opportunities for companies, particularly small and medium-sized enterprises (SMEs), in the mainland and international markets. We also provide up-to-date market insights and product information via research reports and digital news channels.

Job Summary

To support the HKTDC Singapore Office in the following:

Telemarketing, recruitment of buyers to trade fairs, internet research of companies, follow-up with buyers on their applications for travel incentives, provide on-site support - AGM, outreach program, exhibition, attend local trade shows and provide report

Related Disciplines

FB, MM, SHTM

Essential Attributes:

- Hospitality skills
- Customer service
- Telephone etiquette
- Events management
- Microsoft knowledge
- Lateral thinking

Desirable Attributes:

- Open-minded
- Cultural adaptability
- Can-do attitude

Language Requirements

English, Mandarin

Working Days and Working Hours

5 days a week, 9am to 6pm