



Host Employer:	Hong Kong Business Association Vietnam (HKBAV)
Internship Position:	Intern (Public Relations)
Industry:	Business Chamber
Department:	Public Relations
Duration:	Between early May to end Aug (minimum 8 weeks internship)
Internship Location:	Vietnam, Vietnam
Job Code:	A106
Company Website:	www.hkbav.org

HKBAV is a non-profit, non-governmental, and non-political voluntary Membership Association of Hong Kong business in Vietnam that was established in HCMC in 1999 and Hanoi in 2012. The aim of HKBAV is to provide interaction among Members and the local/international business communities. We welcome Members of all nationalities who are interested in having business relations with Hong Kong and its members operating in Vietnam

Job Summary

To support in general office management including functions such as administrative, event organization and management, PR and marketing.

Related Disciplines

MM

Key Duties and Responsibilities

1. General administrative / office support
2. Procurement / Inventory
3. Event organisation
4. PR / Marketing

Job Requirements

Essential Attributes:

1. Excellent command of English and Chinese
2. Good language skills (both verbal and written)

Desirable Attributes:

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

Language Requirements

English & Cantonese

Working Days and Working Hours

5 days a week, Monday to Friday, 8.35 am to 5.00 pm (Monday to Friday) with 1 hour lunch break

Benefits provided, if applicable

N/A