



**Hong Kong Economic and  
Trade Office in Bangkok**

<b>Host Employer:</b>	Hong Kong Economic and Trade Office in Bangkok
<b>Internship Position:</b>	Commercial Relations Intern
<b>Industry:</b>	Government-related agency/Public organisation
<b>Department:</b>	Commercial Relations
<b>Duration:</b>	for May – July (8 weeks)
<b>Internship Location:</b>	Bangkok, Thailand
<b>Job Code:</b>	A108
<b>Company Website:</b>	<a href="https://www.hketobangkok.gov.hk/">https://www.hketobangkok.gov.hk/</a>

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The office is the official representative office of the Hong Kong Special Administrative Region Government, located in Bangkok, Thailand.

### **Job Summary**

- To provide support in the promotion of trade and commercial relations among Hong Kong and countries under HKETO's purview

### **Related Disciplines**

FB, FH

### **Key Duties and Responsibilities**

1. Preparation of HK officials' visits to the region
2. Event organisation
3. Assist in preparation of trade and economic development reports
4. Conduct desktop topical research
5. Update database

### **Job Requirements**

#### ***Essential Attributes:***

1. Good writing and speaking skills
2. Excellent computer skills in common office software e.g. Microsoft Word, Excel, PowerPoint, etc

#### ***Desirable Attributes:***

Nil

### **Language Requirements**

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

### **Working Days and Working Hours**

5 days, 0900-1730, Monday to Friday with one hour lunch break (any one hour between 1200 and 1400 hr) (Per day)

**Benefits provided, if applicable**

N/A