



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

Host Employer:	Hong Kong Economic and Trade Office in Bangkok
Internship Position:	Public Relations Intern
Industry:	Government-related agency/Public organisation
Department:	Public Relations
Duration:	1 for May – July (8 weeks) & 1 for July – August (8 weeks)
Internship Location:	Bangkok, Thailand
Job Code:	A110
Company Website:	https://www.hketobangkok.gov.hk/

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 monitoring media for news related to HKETO's work purview, managing social media accounts, organising event, etc.

Related Disciplines

FB, FH

Key Duties and Responsibilities

1. Handle news-related tasks
2. Assist in event management
3. Update social media accounts
4. Conduct desktop topical research
5. Update database

Job Requirements

Essential Attributes:

1. Good writing and speaking skills
2. IT-savvy, conversant with social media skills
3. Interest in public affairs; proactive and meticulous

Desirable Attributes:

1. Journalism or Mass Communication; Publicity or Marketing
2. Design knowledge and skills

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