



Host Employer:	Hong Kong Trade Development Council
Internship Position:	Intern
Industry:	Government-related agency/Public organisation
Department:	Marketing
Duration:	Between early May to end Aug (6-8 weeks internship)
Internship Location:	Bangkok, Thailand
Job Code:	A112
Company Website:	www.hktdc.com

The Hong Kong Trade Development Council (HKTDC) is 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. The HKTDC organises 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. The HKTDC also provides up-to-date market insights and product information via trade publications, research reports and digital news channels.

Job Summary

We are looking for an Intern as project assistant to work collaboratively with our team on short term. In this role, you will oversee tasks delegated to you by the project manager.

Related Disciplines

FB, FH

Key Duties and Responsibilities

1. Assist project manager and team for the event in Thailand to promoting Hong Kong, e.g. exhibitions, seminars and networking events
2. Others as assigned

Job Requirements

Essential Attributes:

1. Good Communication, presentation and interpersonal skills
2. Outgoing and Willing to learn

Desirable Attributes:

Language Requirements

English

Working Days and Working Hours

5 days a week, Monday to Friday, Office Hour: 8:30am to 5:30pm

Lunch Hour: 12:30pm to 1:30pm

Benefits provided, if applicable

N/A