



Host Employer:	Hong Kong Trade Development Council (Malaysia)
Internship Position:	Temporary Telemarketer
Industry:	Trade promotion organisation
Department:	Databank
Duration:	4 weeks for each intern, from May - Aug 2024
Internship Location:	Kuala Lumpur, Malaysia
Job Code:	A114
Company Website:	www.hktdc.com

Trade promotion organisation

Job Summary

Telemarketing, research analysis, events management, writing assignments

Related Disciplines

FB, FH

Key Duties and Responsibilities

1. Databank entry and data building
2. Research on trade, industry and market consumption patterns
3. Event management
4. Attend meetings and write recaps

Job Requirements

Essential Attributes:

1. Good command of English language
2. Comfortable with IT software
3. Savvy with social media content creation

Desirable Attributes:

1. Event emcee
2. Photography

Language Requirements

English (Spoken), English (Written)

Working Days and Working Hours

Mon to Fri, weekends if needed., 09:00am-17:30pm; lunch is 12:30pm-13:30pm.

Benefits provided, if applicable

N/A