

Job Information

Post Title	Helper for CENTRESTAGE
Company Name	Hong Kong Trade Development Council
Business Nature / Introduction	The Hong Kong Trade Development Council (HKTDC) is a 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 organizes 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 research reports and digital news channels.
No. of Vacancy	2
Work Location	Hong Kong
Role / Responsibility	<ul style="list-style-type: none"> • To assist the team to make social media post/content; • To assist the team upload content to the website; • To assist the team to handle guest & celebrity invitation and RSVP; • To assist in fashion show production, model booking, attend fitting and rehearsal; • To assist in handling other marketing duties or ad hoc projects
Requirements / Qualification	<p>Preferred Qualifications: Undergraduate graduates in the following field of study:</p> <ul style="list-style-type: none"> • Retail and Marketing <p>Other Requirements:</p> <ul style="list-style-type: none"> • Interest in fashion marketing and organising events. • Familiarity with social media platforms such as Facebook, Instagram. • Excellent written and spoken English. • Experience with simple graphic design and photo editing is an advantage.
Target Commencement Date	As soon as possible
Additional Information	Working Hours: Monday to Friday 08:30 to 17:30 (Lunch 12:30 to 13:30) Late July to Mid Sep
Application Method	Please send the following documents to christy.cy.kwong@hktdc.org : <ul style="list-style-type: none"> • CV • ePortfolio
Application Deadline	9 July 2021

** This part-time job opportunity will be counted towards WIE only if student has worked for 120 hours or more.*

Note on Minimum Wage Ordinance

Please note that statutory minimum wage does not apply to student interns as well as work experience students during a period of exempt student employment. Please refer to the [Notes for Student Employees and Employers at the Labour Department](#).

If you want to accept a job paid below the statutory minimum wage (including no-pay internship), please send a written request to tcwie@polyu.edu.hk for issuance of the corresponding document.