



European Chamber  
中国欧盟商会

## Marketing and Communications Assistant

### 市场与传播助理

### Job description

### 职位描述

6-month Internship

#### What you can get from this job:

1. You will get the opportunity to network with world famous companies and local consulates  
你将有机会与世界著名企业和当地领事馆建立联系
2. You will immerse in English working environment to work with colleagues of diverse background  
你将沉浸在英语工作环境中，与具有不同背景的同事一起工作
3. You will learn multiple skills through monthly high-level events and daily routine work  
你将在高层次活动和日常例行工作中学习和锻炼多种技能
4. A broadened horizon is guaranteed  
扩大视野

An enriching internship is calling.

一个丰富自身实习机会正在呼唤。

The following job description is in English as you will be immersed in an international environment:

由于你将沉浸在国际性的工作环境中，因此以下职位描述将以英文列出：

## **Marketing**

1. Prepare e-newsletters;
2. Assist to promote the chamber activities through different marketing channels;
3. EuroBiz magazine distribution;
4. Research marketing and communications industry news;
5. Update official website content;
6. Assist to shoot and edit videos;
7. Other administrative tasks;

## **Media**

1. Update media database
2. Inviting media to press conference or propose media cooperation plan
3. Post events on different online media channels

## **Others**

1. Office accounting and supply ordering
2. Other tasks assigned by the marketing manager

## **Desired skills & experience**

1. The position requires 4-5 days per week for 6 consecutive months;
2. Excellent command of spoken and written English and Mandarin. Any other foreign language is a plus;
3. Background in marketing, media, communication and economics is preferred;
4. Computer literacy, including Photoshop, Outlook, Word, Excel;
5. Detail-oriented, outgoing and patient
6. Strong communication skills;
7. Familiar with social media platforms;
8. Basic skills of Photoshop, video and audio editing software are preferred;

## **How to apply**

Please send your cover letter in English and CV in both English and Chinese to [bding@european-chamber.com.cn](mailto:bding@european-chamber.com.cn).

In the cover letter, please include details of your availability and student status.

Due to the epidemic situation in China, working remotely is encouraged until further notice.

For further information about the European Union Chamber of Commerce in China, please visit the website: [www.europeanchamber.com.cn](http://www.europeanchamber.com.cn)



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