

## Internship: Member / Events Assistant (for Chinese Nationals)

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**Position:** Member / Events Assistant

**Start date:** as soon as possible

Email us: [recruiting@sha.swisscham.org](mailto:recruiting@sha.swisscham.org)

More info: [www.swisscham.org/shanghai](http://www.swisscham.org/shanghai)

**Company details:**

Swiss Chinese Chamber of Commerce

Carlton Building, 11F, Office 1138

21 Huanghe Road, Shanghai, 200003

Tel: 021 5368 1237

This internship will be a unique opportunity to launch your career, providing an insight into various tasks of member relations, event organization and the business world in general, and enabling you to interact with numerous corporations and governmental entities, as well as professionals with very diverse backgrounds. At SwissCham, the internship positions are unpaid but an allowance is offered.

### Overview

- Duration of internship: 4-6 months, full time
- A challenging assignment in an international environment, an opportunity to brush up your international business and social skills
- Interesting work environment with international networking opportunities, working with a young, dynamic, multinational and multicultural team

### Requirements

- Chinese nationality
- Languages: Mandarin Chinese. Good communication skills in English
- Background in marketing, communication, international relations, hotel management or similar fields
- Software skills including Microsoft Office, Word, Excel, PowerPoint, Outlook; plus Chinese and international social media. Photoshop and other design software are a plus.
- Strong organizational skills with attention to details, service oriented with positive working attitude
- A team player, open, honest and smart working with passion for an international organization

### Tasks

- Supporting the member relations and events team
- Meeting with members and potential members, organizing of events, roundtables and webinars
- Supporting the team with membership tasks and the member benefit program
- Supporting the editorial team of the Chamber magazine "The Bridge"

### How to apply

Please send us your complete application in PDF in English language, including photo, to:

[recruiting@sha.swisscham.org](mailto:recruiting@sha.swisscham.org)