

<b>Partenaire</b>	DE Job Market
<b>Adresse</b>	Landmark Tower II   Unit 0830   8, North Dongsanhuan Road Chaoyang District   Beijing 100004   P.R. China
<b>Ville</b>	Beijing
<b>Référence</b>	20D1606355393
<b>Titre</b>	Advocacy and Research Trainees & PR and Marketing Trainees
<b>Description du poste</b>	EuroCham is currently looking for Advocacy and Research Trainees & PR and Marketing Trainees who are expected to start in January 2021 and work for 3-6 months.

#### Advocacy and Research Trainee

EuroCham is seeking motivated trainees to assist Business Councils in researching and formulating position papers for advocacy purposes as well as arranging events and activities related to the Councils' work. Trainees should ideally be a student in European studies, international relations, politics, law, business, marketing, environmental studies or any other relevant fields.

EuroCham currently manages six Business Councils representing specific industries:

- European Automotive Council (EAC)
- Environment and Energy Business Council (EEBC)
- Financial Services Business Council (FSBC)
- Information and Communication Technology Business Council (ICTBC)
- Intellectual Property Rights Business Council (IPRBC)
- Wine and Spirits Business Council (WSBC)

The aim of the Business Councils is to discuss common challenges member companies are facing, provide a platform for dialogue with Hong Kong authorities, and publish position papers to put forward recommendations to the Hong Kong Government. The councils consist of members from various leading companies in their respective fields.

The Advocacy and Research Trainee's responsibilities will include:

- Participating in the meetings of the councils and assisting the council members in the research and analysis of European-related business, trade and investment issues in Hong Kong
- Conducting interviews with stakeholders, summarising information, and writing reports
- Managing and assisting in various events organised by the councils
- Providing clerical and administrative support to the team
- PR and Marketing Trainee

EuroCham is seeking a talented individual with an interest in social media, digital marketing, event planning and public relation. The trainee should ideally be a student in Communications, Marketing or any other relevant fields. Knowledge of Photoshop or Web Design is a plus.

The PR and Marketing Trainee's responsibilities will include:

- Managing various events organised by EuroCham or in collaboration with other national chambers or partners of EuroCham
- Preparing marketing materials, e.g. business proposals, promotional flyers
- Managing and growing our online channels (Instagram, Facebook, LinkedIn, Website) by creating engaging content
- Creating new marketing strategies
- Finding sponsors for events
- Providing clerical and administrative support to the team

**Type de contrat** Stage

**Société** The European Chamber of Commerce in Hong Kong

**Description de la société** Initiated in 1997, the European Chamber of Commerce in Hong Kong (EuroCham) is a non-governmental business interest group. The EuroCham is a 'Chamber of Chambers' with its membership comprising of 16 European Chambers based in Hong Kong and 1 in Macau. The appointed representatives of these chambers make up the EuroCham's Board of Directors.

**Localisation** Hongkong

**Pays** Hong Kong

**Profil recherché** The desired trainees need to have excellent interpersonal and organisational skills. Additionally, strong communication skills in English are required and knowledge of Cantonese or Mandarin is considered a merit. Trainees are also expected to be flexible, have an open mind as well as show responsibility and initiative to handle various tasks involved in the job.

Native Language: English

How to apply:

<https://www.de-jobmarket.com/job/advocacy-research-trainees-pr-marketing-trainees/>