



Camera di Commercio Italiana in Cina

中国意大利商会

China-Italy Chamber of Commerce

China-Italy Chamber of Commerce  
Career Day 2020

Job Description

Position: **Marketing Internship**

**Job Description (100 words):**

- Support to promote AsecorpChina among the project's stakeholders, through day-to-day administration, such as greeting guests, setting up meeting rooms for various events, helping hot desks;
- Support with outreach activities in collaboration with Company networking;
- Assistance with updating website content;
- Liaison with local service providers;
- Assistance to our in-house teams on data input and analysis, as well as reporting and statistics, such as database;
- Assistance with expertise researching on legal, market access and business development and draft replies;
- Translation, editing such as contract, documentations;
- Others required by the operation of the Project.

Job location: **One is working in Shanghai, China; another works remotely**

Type of job (full-time, part-time, internship): **Internship**

Required experience: **0-2 years**

Starting date: **Negotiable**

Salary (if indicated):

**Candidates' requirements (100 words)**

- Interested in this position and consulting industry;
- A client-focused attitude towards people;
- Excellent organisation, analytical and communications skills;
- Strong IT skills, with an excellent knowledge on how to use Excel, Word and PowerPoint - Interest and experience in digital marketing and social media would be a plus;
- University graduate, marketing and business background is preferable;
- Working language will be English - proficiency (spoken and written) in other languages would be an advantage;
- Candidates of any nationality are welcome to apply for this position - excellent Chinese language skills would be preferable;
- Candidates outside of mainland of China only with a valid residence permit/visa will be considered.



Camera di Commercio Italiana in Cina

中国意大利商会

China-Italy Chamber of Commerce

**Company Information**

Company Name: **AsecorpChina Business Consulting Co., Ltd.**

**Company Description (100 words):**

**AsecorpChina is a China dedicated Strategy Consulting firm.**

**We navigate with our clients the complexity of the Chinese and Global Business Environment and Cultural Landscapes.**

**We develop with them the fastest and most effective strategy for achieving short and long term success.**

**Our team is ready to respond to your specific need: Market Access, Accounting & Taxation, Human Resources, Visa**