



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: **Communication and Marketing Assistant**

**Job Description (100 words):**

Communications Assistants are primarily responsible for creating and publishing content, brainstorming ideas, overseeing office activities and putting together newsletters and other publications. Oftentimes, they will also need to write press releases, monitor me-dia coverage and attend both internal and external events.

- Helping implement communication and marketing projects and strategies;
- Collecting data and maintaining databases and media lists;
- Provide administrative support to programs and internal teams;
- Drafting and editing communications copy (e.g. press releases, publications, so-cial media posts);
- Assist in maintaining web content and executing social media strategies;
- Track projects and media exposure;
- Maintain calendars and appointments;
- Prepare presentations and reports.

Job location: **Shanghai**

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

Required experience: **None**

Starting date: **To be defined**

Salary (if indicated): **Not provided**

**Candidates' requirements (100 words)**

- Full professional proficiency English, Chinese is a plus;
- Organizational skills;
- Writing and copy editing skills;
- Communication skills;
- Design and web savvy (computer skills include MSWord, Power Point, Excel, web-search skills; high level of "internet literacy" and knowledge of social media re-quired);
- Ability to work independently and to collaborate effectively with others;
- Attention to details.



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**Company Information**

Company Name: **GWA – Greatway Advisory**

**Company Description (100 words):**

**GWA is an Italian consulting firm based in Shanghai since 2004 and provide comprehensive legal, tax and accounting solutions to both multinational and Chinese companies.**