



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: **Business Development & Marketing Intern**

Job Description (100 words):

- Support the BD team converting leads and referrals into Hawksford's clients by managing the pitching process which unfolds from the initial enquiry and request for information, to the quotation stage and on boarding;
- Support the BD & marketing teams in developing strategies to ensure maximum visibility of Hawksford's brand in the target market that promotes Hawksford's capabilities and professionals;
- Identifying and organizing online & offline events, campaigns, workshops and publications to sustain and promote Hawksford's market knowledge internationally;
- Produce articles in English on China Compliance related themes to publish on Hawksford website, platforms, wechat official account and periodical Newsletters.

Job location: **Shanghai, Huangpu District**

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

Required experience: **0-6 months**

Starting date: **01/07/2020**

Salary (if indicated): **To be negotiated given the profile of the candidate**

Candidates' requirements (100 words)

- Degree holder in Business, Marketing and Management, Law / Accounting / Taxation , experience abroad represents a plus;
- Ability to work in an English-only environment, fluency in Italian/Spanish/German/French represents a plus;
- A team player with a can-do attitude, strong initiative and ability to thrive in a fast-growing organization;
- Ability to pay attention to detail and work to tight deadlines;
- Strong client service skills, especially working with international clients, intermediaries;
- Ability to organize and prioritize work under supervision;
- Strong computer & social media skills.



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Company Information

Company Name: **Hawksford**

Company Description (100 words):

Hawksford is a leading provider of company formation, providing administration services and business support from small to medium-sized to large companies in Asia and Europe. We have more than 200 multilingual professionals in Asia and 450 globally. With 100 multilingual professionals based in Shanghai, Beijing, Suzhou, Guangzhou and Shenzhen we are able to offer the very best local knowledge to our international clients. We are experienced in meeting the regulatory compliance, tax, HR services and other outsourced needs of global clients who are seeking to invest in Asia.