



SWISS CENTERS

瑞士中心

Swiss Center Shanghai
Room A301, Building 3
No. 526 3rd East Fute Road
China Pilot Free Trade Zone
Shanghai 200131 P.R. China
P.: +86 21 2076 5593
www.swisscenters.org

Intern position: Marketing & Project Assistant – September (flexible)

Duration: 6 months

Deadline for application: 15.05.2026

1. Tasks & Responsibilities

- Support in the preparation of marketing materials for Swiss Centers and our clients, including social media, newsletter, PR, and other communications
- Support in the organization of events, delegation programs, and reception of visitors
- Maintain the contact database, including business card inputs and updates
- Support in increasing the visibility of Swiss Centers among public and private, Swiss and Chinese actors
- Support in Administration tasks (administrative paperwork, contacts with local bureaus, gathering information, official letters, translations, office facilities management, etc.)

2. Candidate Profile

2.1. Personal Attribute

- a. Pro-active, creative, and solution-oriented
- b. Service and results-oriented
- c. Very well organized and able to work independently
- d. Natural aptness at building networks and relationships
- e. Identifies with and recognizes the need for the organization's vision and strategy
- f. Reliable, responsible, loyal, honest, and straightforward

2.2. Skills

- a. Excellent command of English both in writing and in speaking. Native in Chinese or any Swiss national language. Chinese language and market knowledge are a plus.
- b. Event organization, Marketing, and PR.
- c. Computer Skills with Office (Word, Excel, PowerPoint, Outlook) and Web tools (social media). Knowledge of Chinese social media is a plus.

2.3. Requirements:

- a. Finished bachelor's degree or currently in their bachelor's degree. Degree majors in Hospitality Business/Management, Communications/Journalism, Business, Marketing, PR preferred; Other majors are also welcomed if they satisfy the skills requirements.
- b. Experience in marketing/promotion, event organization, or media and press relations.
- c. Swiss or Chinese Nationality.



SWISS CENTERS

瑞士中心

Swiss Center Shanghai
Room A301, Building 3
No. 526 3rd East Fute Road
China Pilot Free Trade Zone
Shanghai 200131 P.R. China
P.: +86 21 2076 5593
www.swisscenters.org

3. What We Offer

- a. International environment
- b. Become part of the Swiss Network and connect with the public and private sectors
- c. Potential to grow in a dynamic team
- d. Free lunch, dessert, and delicacy

4. About SC

Founded in 2000 as a non-profit Sino-Swiss public-private partnership, the Swiss Centers are by far the largest cluster of Swiss companies in Asia.

With 4 locations across 3 cities strategically located on the dynamic East coast of China (Shanghai, Tianjin and Changzhou), Swiss Centers' practical solutions supported the businesses of over 500 companies in China – both SMEs and large enterprises. The Swiss Centers have established over 100 production and service companies in China, both B2B and B2C, and active in various fields. The Swiss Centers collaborate extensively with Swiss diplomatic representations in China and Swiss institutions to conduct detailed surveys on the situation and sentiments of Swiss businesses in the country. They also promote the Swiss-made brands and position Switzerland as a leader in quality, innovation, and industrial excellence.

The Swiss Centers are constantly adapting to the needs of the Swiss economy:

- Instant physical office space as well as ready-to-use workshops, showrooms and warehouses;
- Relations with local Chinese authorities and connections to the Swiss government and institutions in China;
- Support for secure technology transfer and intellectual property protection;
- Access to professional services tailored to SMEs in all aspects related to setting up and developing business in China (legal, tax, accounting, recruitment, HR, IT, marketing).
- Unique solutions: business representations with local team or storage and delivery of goods on behalf of clients in the Shanghai free trade zone to facilitate business development in China and Asia.

www.swisscenters.org



THE SWISS-CHINA GATEWAY
SINCE 2000

THE SWISS CHINA GATEWAY 
SINCE 2000 