



Swiss Center Shanghai
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Marketing/Administrative – Intern

Swiss Center Shanghai is looking for a Marketing/administrative intern in our Waigaoqiao office. Interested applicants are kindly invited to send their CV to sophie.wang@swisscenters.org. For more information, please visit our official website <http://www.swisscenters.org/>

1. Job Description

- Support in preparation of marketing materials and company documents
- Support in organization of events, delegation programs and receiving visitors
- Maintain SCS contact database including business card inputs and updates
- Support in SCS online marketing development
- 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

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

2.2. Skills

- Excellent writing skills in both Chinese and English
- Event organization, Marketing, and PR
- Computer Skills with Office (Word, Excel, Powerpoint, Outlook) and Web tools (social media)

2.3. Requirements:

- Degree majors in Communications/Journalism, Business, Marketing, English, IR preferred; Other majors also welcome if satisfy skills requirements
- Experience in marketing/promotion, event organization, or media and press relations
- Experience with western companies and cultures, and knowledge of their ways of “doing business”

