



Communications Intern

Job description

Communications Intern

In your new role you will:

- Info screens maintenance Intranet content support, such as proof reading, visual editing.
- Meeting room setup before big event, such as All-Hands Meeting, CSR programs.
- Maintenance parcel delivery to support employee engagement campaigns.
- Other support to the team.

Profile

You are best equipped for this task if you have:

- 3rd or 4th year student in University.
- At least 3-4 days per week.
- Team working spirit and willing to help others team members.
- Easy to communicate and follow up on assigned tasks within given time.
- Good command of English (both written & spoken).
- Proficiency in PC operation, such as MS office.
- Responsible and able to handle multi-tasking at the same time.

Benefits

- **Shanghai, :** Coaching, mentoring networking possibilities; Wide range of training offers & planning of career development; International assignments; Different career paths: Project Management, Technical Ladder, Management & Individual Contributor; Flexible working conditions; Medical coverage; On-site social counselling and works doctor, in Wuxi only.; Provision of health tips, health knowledge sharing, annual medical check; Employees in Shanghai are entitled to use a gym located close to the office for free; On-site canteen, in Wuxi only.; Private insurance offers in some sites.; Wage payment in case of sick leave; Corporate pension benefits in some sites.

Why Us

At a glance

Location: **Shanghai, (China)**
Job ID: **360965**
Start date: **as soon as possible**
Entry level: **0-1 year**
Type: **Part time**
Contract: **Temporary**

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