


**Global Asia Internship Program**

<b>Job Title</b>	Placement Assistant
<b>Duration</b>	4 days/week (Minimum 2 months)
<b>Office location</b>	Central, Hong Kong
<b>Job Description</b>	<ul style="list-style-type: none"> <li>• Support the Placement team</li> <li>• Other ad-hoc tasks assigned by the company which includes supporting the Program and Management teams.</li> </ul> <p><b>About the Placement team:</b></p> <ul style="list-style-type: none"> <li>• Conduct research about different industries, compiling industry knowledge for the team;</li> <li>• Work on creating PowerPoint presentations on the industries researched</li> <li>• Present researched industries to the team;</li> <li>• Research for potential company partnerships information and contacts and inputting the data into our internal database system</li> <li>• Updating the company's internal database of new contacts</li> <li>• Consolidate resources for the placement team using business development tools and skills</li> <li>• Contact companies via emails introducing our company and services</li> <li>• Follow up with companies on possible partnerships</li> <li>• Research and consolidate the list of networking events in the city for the placement team every month</li> <li>• Attend networking events with the placement team members;</li> <li>• Attend company visits with the placement team;</li> <li>• Handle cases assigned by the team and secure placements for our clients as per</li> </ul>

<b>Job Requirement</b>	<b>Skills and specification</b> <ul style="list-style-type: none"><li>▪ Fluency in Cantonese, Mandarin Chinese and English</li><li>▪ Good Team player with experience working/being in a team environment</li><li>▪ Desire to learn professional skills</li><li>▪ Interested in career education</li><li>▪ Good time management and communication skill</li><li>▪ Outgoing personality and good interpersonal skills.</li></ul>
<b>Remuneration</b>	HKD\$ 200/day
<b>Deadline of Application</b>	20 <sup>th</sup> May, 2014 23:59

**About Next Step Connections:**

Next Step Connections aims at bridging the education gap between the student and the professional world, by equipping students with the relevant skills, knowledge and experience. As an organization focusing on providing meaningful new life experiences to its participants, its programs are quite unique in the way they have been conceived and run throughout the years.