Deloitte Asia Pacific Regional Office (Hong Kong based)

Internship

Department: Asia Pacific AERS
Type of work: Event management, marketing, administration, web management

Deloitte provides audit, tax, consulting, and financial advisory services to public and private clients spanning multiple industries. With a globally connected network of member firms in more than 150 countries, Deloitte brings world-class capabilities and deep local expertise to help clients succeed wherever they operate. Deloitte's approximately 190,000 professionals are committed to becoming the standard of excellence.

We are looking to offer one internship undergraduate who is eager to learn and get experience in an MNC environment. The internship will be with the Asia Pacific AERS (Audit and ERS) department of the Asia Pacific Regional Office (APRO), reporting to the AERS Manager.

Responsibilities:

- Support the regional AERS department in all event administrative responsibilities such as organising training programs within the Asia Pacific region, liaising with external vendors as well as internal participants
- Monitor online registration for learning events and meetings
- Coordinate learning regional events which includes hotel accommodation and travel arrangements, printing and shipping of training materials
- Responsible to maintain a sufficient stock of stationery for all learning programs
- Produce a summary of all participants evaluations promptly after each program
- Prepare billing, invoices and CPE forms; issue certificates of attendance
- Travel to another Asia Pacific country may be required (some weekend work may be required)

Requirements:

- Excellent command of spoken and written both English and knowledge of another Asian language would be desirable
- Proficient in all MS Office applications – Word, Excel and Powerpoint; basic knowledge of website administration is desirable
- Self motivated with excellent organization and interpersonal skills
- Good prioritizing and time management skills
Flexible with a good level of maturity and eager to learn
This opportunity will suit somebody who wishes to consider a career in marketing and events organizing, administration and learning

**Period of internship:**
Jan – Aug 2013
Monday – Friday and some weekends where travelling is required
Full time or Part time

**Please contact:**
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