UBM Asia is the largest trade show organiser in Asia with over 290 events. Most of our events have been around for decades and are the must-attend event in their sectors in that country, region or even the world. Our 1,600 people in 25 major cities combine local expertise with a global industry network to provide high-quality events and the best customer experience for event attendees from all over the world.

UBM Asia recently became part of Informa PLC, a leading B2B information services group and the largest B2B Events organiser in the world. Please visit www.ubm.com/asia for more information about our presence in Asia. We now invite you to explore the below career opportunity with us:

**Exhibition Services Executive (Fulltime Permanent)**

**Job Scope**
- Assist in preparation of on-site logistics planning and implementation
- Handle queries from customers and other related parties
- Manage online database and on-site exhibitors registration
- Provide and analyze fair related statistics
- Prepare and deliver electronic correspondences to customers
- Co-ordinate with overseas office to provide excellent customer services
- Provide other administrative supports when necessary

**Job Requirement**
- Bachelor’s degree or above
- Minimum 2 years of working experience in event management or equivalence
- High proficiency in MS Office
- Knowledge in database is advantageous
- High proficient in speaking and writing English, Cantonese and Mandarin
- Fresh Graduates will also be considered if one has the relevant internship experience

**Application method**
Please send a copy of resume in MS Word format to applicant-hk@ubm.com
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**Marketing & Communication executive (Fulltime Permanent)**

**Job Scope**
- Content creation in English for marketing purposes
- Developing creative ideas and concepts, in partnership with the project team, media partners and clients
- Familiarising themselves with their clients’ products and services, the target audience and their competitors’ activities
- Writing clear, persuasive, original copy
- Updating digital media with snappy, timely content
- Amending, revising or redeveloping adverts or campaigns in response to feedback from the supervisor, project team or clients
- Overseeing projects through the production stage to completion
- Liaise with media or external parties for promotion campaigns
- Working on several projects at once, under pressure and often to tight deadlines
- Keeping up to date with Food, Lifestyle, Building, Beauty trends

**Job Requirement**
- Degree holder in language, translation, journalism or relevant disciplines
- 1-2 years solid experience in English / Chinese communication writing, copywriting, editing and advertising
- Native English with good writing capabilities (English and Chinese)
- Must possess outstanding proofreading skills
- Reliable, creative, open-minded and able to work independently and efficiently under pressure and be able to multi task several projects and complete projects fast and efficiently within tight deadlines
- Good interpersonal skills and a good team player

**Application method**
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**Student Intern (6 Months / Full time)**

This is an excellent opportunity for those who are interested to explore the Event business. We offer internship at either Event Business or Global Support Function.

**Job Scope**

As for event team, you will have opportunity to work in the following fields:

- Participate in end-to-end processes of organizing a large scale events, from planning to executions
- Support in execution of different marketing campaigns and PR events, such as conference or media interviews
- Coordinate with internal departments and external vendors to sure the smooth running of exhibitions, such as visitor registration, exhibitor surveys etc.
- On-site work experience if the internship period fit with show cycle
- Assist in general logistics / administration of the events / departments

As for supporting team, you will have opportunity to work in the following fields:

- Participate in global project initiatives and be involved in the day to day operations of the respective functions
- Assist data analytics, market research, reports generations or process reviews
- Assist department administration

**Job Requirement**

- Available to work for 6 months in fulltime
- Good command of both spoken and written English and Chinese
- Passionate and interested in event industry
- Good organizing and analytics skills
- Open to students from all disciplines

**Application method**

Please send a copy of resume in MS Word format to applicant-hk@ubm.com