|  |  |  |
| --- | --- | --- |
| **TITLE** |  | ChinaContact Intern |
| **APPLICABLE PERIOD** |  | From now until filled |
| **GENERAL DESCRIPTION** |  | Responsibilities of ChinaContact Intern include, but are not limited to, the following:* Assist in draft program schedule, calculate program budget
* Assist in managing airport pickups, transportation vehicles& tickets booking, hotel booking, restaurants booking and order food for group meals
* Lead or accompany the groups to cultural, historical and professional sites in and out of Beijing
* Contact business companies for group visit
* Prepare and collect evaluation form for each group
* Record daily expenses for proper financial reporting
* Filling all the documents of each program
* Help with other department that may need assistance
 |
| **DESIRED QUALIFICATIONS** |  | * Fluent in both Chinese and English
* Pursuing Bachelor’s degree or above in tourism or related fields
* Detail-oriented
* Knowledge of China tourism products
* Strong leadership capabilities
* Good organizational and interpersonal skills
* Experience in emergency management is highly preferable
* Ability to work under pressure and tight deadline
* UIBE junior/senior undergraduates or graduate students are preferred
 |
| **FULL/PART TIME** |  | Full / Part Time; Minimum weekly commitment: 16 hours * Full / Part-time, to be determined in coordination with your supervisor
* Night and weekend work may be required during special events
 |
| **WORK LOCATION** |  | TBC Office on 4th Floor Ning Yuan Building UIBE campus |
| **REMUNERATION** |  | Compensation commensurate with experience |
| **ELIGIBILITY** |  | Currently enrolled UIBE students welcome |
| **APPLICATION DEADLINE****HOW TO APPLY** |  | Submit your resume/CV to tbcrecruitment@thebeijingcenter.org  |
| **NOTES** |  |   |