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| **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](mailto:tbcrecruitment@thebeijingcenter.org) |
| **NOTES** |  |  |