

Marketing & Events Japanese Intern – based in Shanghai

BottlesXO is an innovative and exciting European Tech-Startup focused on the wine & service sectors for urban communities in Shanghai, Suzhou, Hong Kong and Singapore. In order to maximize opportunities with a successful expansion and growth in the market, we are looking for an energetic and enthusiastic intern to join our team.

To know more please visit us at www.bottlesxo.com

Job location: Shanghai
Reporting to: Marketing Manager
Duration: 6 months +

Job Description

Scope of Position

The Marketing & Events Intern reports to Marketing Manager and will support all marketing activities, including digital marketing and business development team in ad-hoc research, assist in developing social strategies and upcoming marketing events and promotions.

*This internship position can potentially lead to permanent employment.

Job Description

- Co-ordinate all stages of events including:
 - Pre-event planning and coordinating
 - Onsite execution and operations
 - Post event
- Manage multiple projects and priorities simultaneously
- Responsible for coordinating and sourcing equipment/resources/materials for events
- Co-ordination and liaison with third party suppliers
- Setting up and dismantling events
- Assist in event costing and reporting

Job Requirements

- An outgoing, passionate, highly motivated and people-savvy individual
- Ability to work as part of a diverse international team;
- Excellent communication skills in both written and spoken Japanese; Mandarin is a plus
- Excellent customer service skills
- Enjoys wine and interested in new technology
- Excellent written and verbal communication skills
- Marketing & Events experience preferred
- Diploma/ Bachelor Degree

If you are interested in and qualified for this position, please send your resume to email jobs@bottlesxo.com.