



Corporate Marketing Coordinator (Temporary Contract)

Position Description

We are seeking a highly motivated individual who will excel in a challenging and fast paced atmosphere as part of the Corporate Marketing Team based in Hong Kong. The ideal candidate will manage execution and logistics of corporate access and marketing events. Events will include non-deal road shows, field trips/site visits, one-on-one meetings, conference calls, thematic symposiums, and reverse inquiries from institutional clients. Responsibilities include, but are not limited to; managing our conference call product in Asia, arranging logistics associated with events/marketing trips, negotiating with vendors, expense reporting and budgeting, calendaring/scheduling for our Asia events, and other ad-hoc projects.

Our ideal candidate will have one to two years of professional experience. He/she should have strong client service and interpersonal skills, exceptional organizational and time management skills, and, most of all is a team player. We are looking for excellent communication and relationship skills as well as the highest level of attention to detail. This job requires flexible working hours when preparing for an event and some travel. The candidate will be interacting with senior management teams of large corporations including CEOs, CFOs, and Heads of Investor Relations so should be very comfortable on the telephone and in-person with them. We need a results-oriented go-getter with a proactive attitude and willingness to learn and grow. In addition, a strong computer application background in Excel and PowerPoint is desired as well language skills in spoken and written English and Cantonese.

Please note this role will be on a temporary contract for 5 days a week.

Please contact Claire Sparrow, Recruiter with any questions at claire.sparrow@bernstein.com.

Application Method: Apply via email: HKResearchopenings@bernstein.com

Application Deadline: ASAP

Company Description

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