



Job Description

Job title:	Events Intern, Hong Kong	Location:	Hong Kong
Practice group:	Marketing and Business Development (MBD)	Hiring Manager:	Events Manager, Hong Kong
Position type:	Full-time, Contract (6 months)		

Freshfields Overview

Freshfields Bruckhaus Deringer is a leader among international law firms, providing business law advice of the highest quality throughout Europe, the Middle East, Asia and the United States.

With over 2,500 lawyers, we provide ground-breaking legal advice to national and multi-national corporations, financial institutions and governments on the most complex matters and disputes all over the world.

In Asia, we are located in 7 cities across China, Japan, Vietnam and Singapore.

Our China Offices

Lawyers in our China offices make up one of the most experienced PRC teams of any international law firm. Operating across many sectors, our teams support clients across a wide range of work.

Key Responsibilities and Deliverables

- Great opportunity to learn about event management, ranging from large scale conferences to private client-entertainment events, and brand management.
- Working part of the firm's regional MBD team.
- Assisting with all marketing and events related projects.
- Assisting with aspects of competitors analysis.

Key Requirements

- Available for 6 months on a full-time basis.
- Degree educated, relevant business / marketing qualification desirable.
- Excellent written and spoken English communication skills. Spoken Cantonese language skills is an advantage.
- Strong interest in event management, marketing, and branding for a professional services firm is essential.
- Confidence and ability to deal with partners, other senior lawyers and members of the press.
- Strong relationship building skills.



Freshfields Bruckhaus Deringer

- Good systems and database skills, including experience of Windows-based packages such as Word, Excel and PowerPoint.
- Team player - reliable, flexible and helpful and willing to work beyond contractual hours from time to time.
- Positive, energetic and self-motivated.
- Enthusiastic and displays initiative.
- Pragmatic approach to problem solving.
- Ability to remain calm under pressure.
- Ability to prioritise and work to tight deadlines.
- Strong organisational skills and attention to detail.

Application Process

Please submit your application online via the following links:

Careers Website:

<https://freshfields.taleo.net/careersection/ex/jobdetail.ftl?job=ASIA-BS2477>

Due to the volume of applicants, only shortlisted candidates will be contacted.