

## **Deloitte Touche Tohmatsu**

### **Markets & Global Network Internship (Global Network Affairs)**

#### **Job description:**

- Work closely with key stakeholders (Global, regional, CEO office, Functions, M&N, etc.) to provide project management coordination and oversight collaborations between China firm and key overseas Member Firms
- Conduct ROI analyses of collaboration and co-investment activities and provide key insights to management on these initiatives
- Responsible for data analysis, report preparation and operational administrative work
- Provide professional marketing and communication services to support the MF summits
- Liaise with various internal and external stakeholders on execution of projects
- Support content development and logistics for MF summits

#### **Requirement:**

- Penultimate-year undergraduates in any discipline, graduating in one or two years
- the hunger to grow and the ability to learn quickly
- Good at consolidating various information and translating them into presentation materials under guidance from the supervisor
- Strong communication skill, able to communicate with all levels of management and staff across the region
- Good teamwork and project management skills. Attentive to details.
- Able to work under pressure with high flexibility and meet tight deadline
- Good command of spoken and written English and Chinese (Mandarin)
- Proficient in Microsoft Office application, including MS Word, Excel, and PowerPoint
- Candidate(s) with lesser qualifications but more experience may also be considered

#### **Internship Period:**

- July 2018 – May 2019 (Part time basis: 2 days per week)

#### **Application method**

Please send your most updated resume to [dtintern@deloitte.com.hk](mailto:dtintern@deloitte.com.hk) no later than 13 July 2018.

**Deloitte Touche Tohmatsu**  
**Internship – Human Resources (Employee Engagement / Pay and Rewards) (1**  
**Year Full time Internship)**

We are now seeking a high caliber candidate to fill the position of Intern in the Human Resources Department. The candidate will support our efforts in the following areas:

- Employee communication
- Staff relations programmes
- Elite talent programme for employer brand building
- Pay and rewards daily operation

**Job Description**

- Assist in strategic planning, proposal writing and event management of elite talent programme
- Collaborate and coordinate with participants, vendors and other related parties to execute the events and activities
- Assist in planning, writing and the production of communication materials like brochures, e-blasts and e-articles.
- Supports the team's implementation of firm-wide staff relations programs and initiatives, including staff engagement campaigns, employee and workplace wellness programs and recreation activities
- Administrative duties; bringing our electronic filing system and database up to date

**Requirements**

- Year 1 or 2 (4-year curriculum) university student, preferably in Human Resources, Marketing/ Communications, Advertising or Public Relations.
- Experience in organizing events and functions preferred.
- Mature self-starter with strong interpersonal and presentation skills and sense of responsibility.
- Good command of written communication in English and Chinese; fluent in Cantonese.
- Must be computer literate; proficient in MS Word, PowerPoint, Excel.

**Period & Duration**

- From June 2018 to August 2019 (**Full-time 1 year internship**)

**Application method**

Please send your most updated resume to [dtintern@deloitte.com.hk](mailto:dtintern@deloitte.com.hk) no later than 29 June 2018.

## **Deloitte Touché Tohmatsu**

### **2018 Internship – Markets & Global Network: China CXO Program**

#### **Position Description:**

- Assist the team on routine and administration task
- Provide support in implementing marketing plans and related initiatives, including client events and activities
- Manage the program database and library
- Proof-reading and uploading materials to internal website
- Market research
- Event support

#### **Required Skills:**

- Excellent skill in Microsoft Excel
- Excellent skill in Microsoft Word, especially on marketing materials layout
- Good English/Chinese spoken and written skills
- Detail-minded, logical, responsible, and capable to work under pressure with tight schedules
- Very careful person

#### **Internship Period:**

- June 2018 – May 2019 (full time 1 year OR part-time basis – 2 to 3 days a week)

#### **Application method**

- Please send your most updated resume to [dtintern@deloitte.com.hk](mailto:dtintern@deloitte.com.hk) no later than 29 June 2018.

## **Deloitte Touche Tohmatsu**

### **Markets & Global Network Internship (Digital Specialist)**

#### **Job description:**

- Maintain Deloitte China website and mobile apps including content management, UAT and documentation
- Responsible for the day-to-day operation (including publishing, engagement and executing new campaign) of our social media platforms (WeChat, Weibo, LinkedIn and Youku, etc.) and event apps
- Ongoing development or improvement of website and app features, infrastructure, design and functionality
- Conduct timely and accurate reporting of analytics of digital platforms
- Execute website, social media & mobile application development project
- Execute the registration and maintenance of domain name portfolios

#### **Requirement:**

- Year 2 – 3 students majoring in Computer Science, Information System or any other disciplines;
- Solid website and mobile apps development experience
- Strong digital marketing, social media, legal and IT knowledge
- A passion for technology, brand and communications
- Excellent communication skills in English and Chinese
- Integrated digital marketing knowledge (website development, social media and domain name) is required that the candidate can backup the teammates

#### **Internship Period:**

- July 2018 – December 2018 (Part time basis: 2 – 3 full days per week)

#### **Application method**

Please send your most updated resume to [dtintern@deloitte.com.hk](mailto:dtintern@deloitte.com.hk) no later than 29 June 2018.