

UBS – Greater China Conference job opportunities

To: All HKU final-year students and graduates

Our Greater China Conference in Shanghai will take place in the week of Jan 13, 2020. Like the past 3 years, we have 3 positions (JDs attached), starting at different dates. Details are as follows:

Positions

1. Greater China Conference – General support (starting Aug 12, 2019)
2. Greater China Conference assistant – Corporates (starting Sept 2, 2019)
3. Greater China Conference assistant – Tours (starting Oct 2, 2019)

Targeted Students

- 2019 Master / Bachelor graduates / Year 4 students who are willing to defer one semester
- Mainland Chinese students from Talent program who have HK ID and legitimate work permit are welcome
- GPA 3 – 3.2
- Salary range: HKD13K – 15K per month (pay roll via a third party) subject to academic qualification / experience
- Preferred faculties – Marketing, Media, Finance, Economics
- Putonghua is a must

Timeline

- Interviews take place between mid-June and end of July. Candidates who do not hear from us by mid Aug can assume that they are unsuccessful.
- Offers to be made by early August
- HR and onboarding process requires at least a month

Note

Applicant please submit **one application only** and if they are open to the other 2 positions, they can let us know during the interview. Please do not send 3 applications.

Application Method

Submit your cover letter and CV (please state the **Position(s)** in your application) in **ONE MS Word / PDF file**, at <http://apps.cedars.hku.hk/applyjob>.

Reference: [Ref. J846a] - Greater China Conference – General support

Reference: [Ref. J846b] - Greater China Conference assistant – Corporates

Reference: [Ref. J846c] - Greater China Conference assistant – Tours

Application Deadline: 9 June 2019 (Sunday)

Jacky Tsang

Student Advising Officer (Careers)

Centre of Development and Resources for Students (CEDARS), HKU

<http://cedars.hku.hk>

Conference Assistant – General Investment Bank Client Marketing, Hong Kong

Assignment period:

Start Monday 12 August 2019 (subject to completion of HR process) – End Friday 24 January 2020

Your role

Do you have the skills to act as conference assistant for our flagship conference in Shanghai? Are you known for exceeding people's expectations? We're looking for someone like that to:

- support the project leader and team in overall planning of conference logistics
- develop conference website, marketing material and invitations
- continuously update the conference website in the run-up to the event
- build the bilingual conference agenda and keep it updated
- manage data in the event management system and generate reports for different purposes
- conduct research on venues, new technologies, etc. for various projects if needed
- liaise with vendor / supplier to source giveaways, obtain price quotation, collate team feedback, place order and arrange delivery
- conduct post-event reports, including attendance metrics and financials
- provide administrative and secretarial support
- support events in the evenings or weekends as required
- able to work on-site in Shanghai as required

Your team – IB Client Marketing

IB Client Marketing is made up of The Conferences & Events team (C&E) and Roadshow team (RS). C&E manages everything from small-scale corporate days held in-house to large-scale investor conferences in North Asia, as well as town halls and in some cases sponsored conferences. In terms of events, the team manages large-scale client entertainment activities, from bespoke dinners, receptions and activity days to hospitality around cultural or sporting events.

UBS will be hosting its 20th Greater China Conference in early January 2020 in Shanghai. Bringing together more than 2,000 attendees, this highly complex, annual event is UBS's flagship conference in the Asia Pacific region.

You'll be working with the project team based in Hong Kong. We work closely with our regional team, Marketing Production and various Business divisions on the overall planning of the Greater China Conference.

Your experience and skills

You have:

- a bachelor degree
- proven ability to effectively juggle multiple projects in various stages of development, prioritize workload and meet tight deadlines
- ability to identify problems and seek solutions promptly
- sound computer and IT related skills
- exceptional organizational skills, strong attention to detail and solid general administration skills

You are:

- fluent in written & spoken English and Putonghua
- an enthusiastic person with a high level of professionalism and discretion
- very organized and an excellent communicator and keep track of the details and update the team
- a team player in a busy and pressured environment

Conference Assistant – Corporate Liaison Investment Bank Client Marketing, Hong Kong

Assignment period:

Start Monday 2 September 2019 (subject to completion of HR process) – End Friday 24 January 2020

Your role

Do you have the skills to act as conference assistant for our flagship conference in Shanghai? Are you known for exceeding people's expectations? We're looking for someone like that to:

- support the project leader in overall planning of corporate logistics
- establish budgets and monitor spend
- develop conference website, marketing material and invitations, and manage corporate client registration process and experience
- liaise with our clients regarding conference logistics including their online registration, meeting availabilities, accommodation, their marketing materials, etc.
- collaborate with colleagues in various Businesses pertaining to corporate participation
- keep the project team updated on corporate sign-up status regularly
- conduct post-event reports, including attendance metrics and financials
- able to work on-site in Shanghai as required

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You are:

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- an enthusiastic person with a high level of professionalism and discretion
- very organized and an excellent communicator and keep track of the details and update the team
- a team player in a busy and pressured environment

Conference Assistant – Tours Investment Bank Client Marketing, Hong Kong

Assignment period:

Start Wednesday 2 October 2019 (subject to completion of HR process) – End Friday 24 January 2020

Your role

Do you have the skills to act as conference assistant for our flagship conference in Shanghai? Are you known for exceeding people's expectations? We're looking for someone like that to:

- support the Conference tour lead in overall planning of 10+ post-conference company/property tours taking place in Mainland China
- liaise with colleagues in Research (tour hosts) and Corporate Access on tour planning
- liaise with tour agent on agenda, quotations, itineraries, etc.
- manage tour registration process pre-conference and on-site
- update all parties involved on tour agendas regularly
- arrange transport and evening social event
- organise signages, badges, print collaterals, food & beverages, restaurant bookings for all tours
- conduct post-event reports, including attendance metrics and financials
- able to work on-site in Shanghai as required

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