



FREEHUNTER

Job Opening - Content Writer (Intern)

About Us:

Freehunter is a freelancers' job platform with over 30,000+ professional freelancers registered across Hong Kong, Taiwan and Singapore. We help talented people from different freelancing industries in Asia to seek collaborators and clients to develop career growth.

Users can communicate and connect with any freelancers and clients on the site and seek cooperation opportunities. They can also create personal pages on the platform to record their career development and receive a large variety of job opportunities to establish and enrich their personal branding.

Investors / Supported By: Cyberport Incubation Programme, Innovation and Technology Commission, The University of Hong Kong, CoCoon Incubation Programme, Appworks Accelerator Programme

Previous Clients / Cooperation Partners: UBS, Alibaba, Uber, New World Development, PCCW, WeWork, World Wide Fund for Nature, Lane Crawford, Vitasoy, e-banner, etc.



wework



UBS

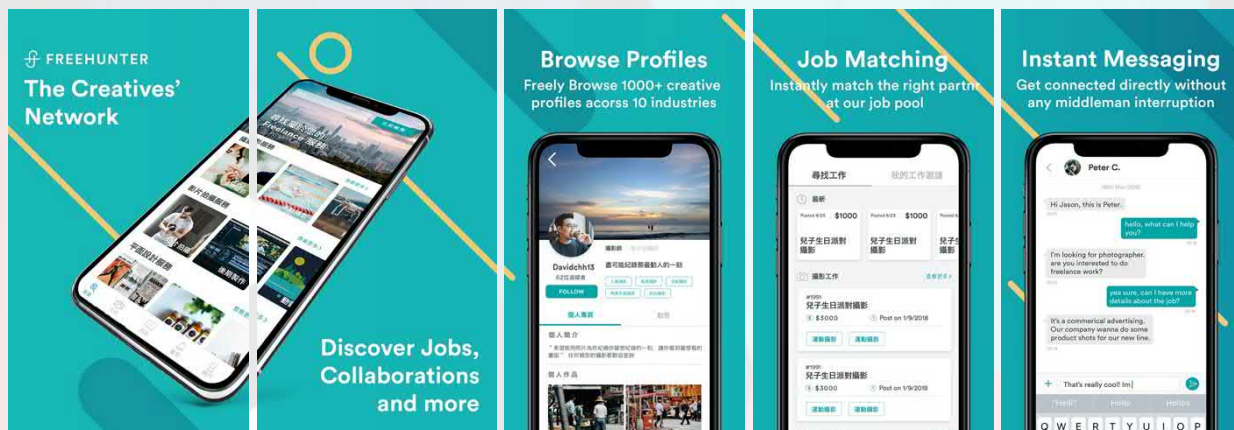
Uber

Life at Freehunter:

- Energetic - You can expect people here are energetic and creative, our culture promotes a high level of freedom while we also embrace diversity
- Home – Working here feels like home, we even have a sofa-bed!
- Knowledge – Everybody shares knowledge and experience, everything is hands-on
- Fun - Friday treats, outings, parties, company sponsored talks and many more!

Address:

iDendron, 1/F, Knowles Building, HKU, Pokfulam, Hong Kong





CONTENT WRITER INTERN (FULL-TIME/PART-TIME)

We are looking for a passionate teammate who possesses strong sense in user experience and is able to adopt dynamic writing styles to inspire users.

Responsibilities:

- Responsible for content writing in both Chinese and English on the following areas:
 - Blogs and news articles
 - Social media posts
 - Core website copy
 - Content for banners
 - Product descriptions
 - Company bios
 - Landing pages

Requirements:

- Excellent verbal and written communication skills in Chinese and English
- Tech-savvy with the ability to make complex technical matters easy-to understand even for non-technical people
- Strong attention to details and ability to multi-task projects and deliverables
- Previous blogging or work experience will be a bonus
- Work contribution of 20+ hours per week (occasional home office is allowed)

Perks:

- Full-time Summer Internship will be offered upon outstanding work performance

Monthly Allowance:

- Negotiable (depending on experience & availability)

Expected Working Hours:

- Full time: ~45 hours/week
- Part-time: 20+ hours/week (occasional home office allowed)

Application:

- Application via: <https://forms.gle/98LgybmZK2akqivT6>
- Deadline: 31st October, 2020 (interviews will be conducted on a rolling-basis)



FREEHUNTER

Job Opening – Administrator (Part-Time)

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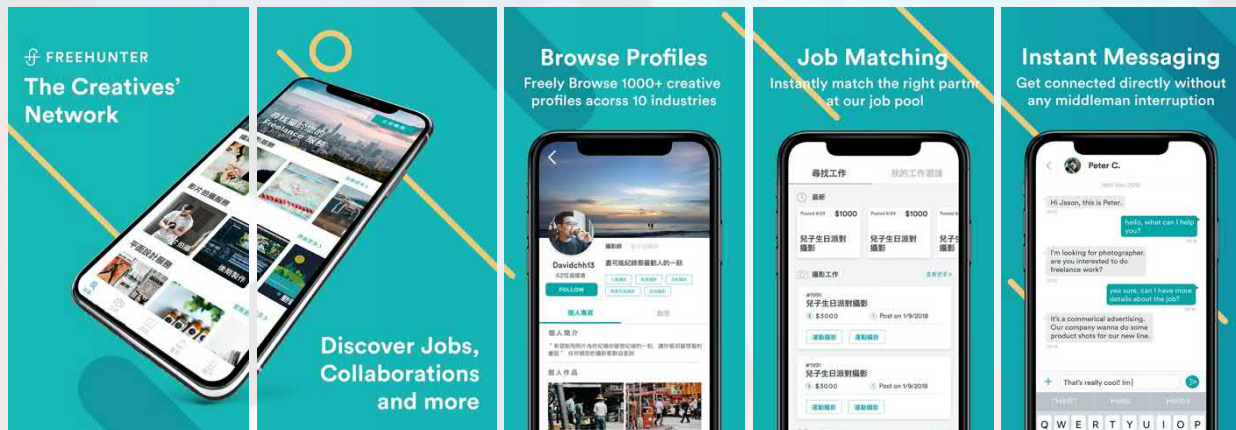
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ADMINISTRATOR (PART-TIME)

We are looking for a passionate teammate who can provide administrative and operative support to ensure efficient and effective functioning of the office.

Responsibilities:

- Responsible for funding application with liaison with various parties such as NGOs and government departments.
- Carry out company administrative duties such as basic bookkeeping and record filing.
- Maintain accurate employee records such as hires, leaves and MPFs.
- Provide support to the recruiting process such as posting job and drafting staff contract.

Requirements:

- Excellent verbal and written communication skills in Chinese and English.
- Be responsible and self-motivated.
- Strong organizational skills and attention to details.
- Able to manage multiple priorities and work independently.

Perks:

- Full-time Summer Internship will be offered upon outstanding work performance

Monthly Allowance:

- Negotiable (depending on experience & availability)

Expected Working Hours:

- Part-time: 10+ hours/week (occasional home office allowed)

Application:

- Application via: <https://forms.gle/FyxX6QFuNw4Y4wwJ8>
- Deadline: 31st October, 2020 (interviews will be conducted on a rolling-basis)