

Practices Position / Title	Event Assisant (1-2 Offer)	
Key Responsibilities	• Coordinate end-to-end event logistics, including material preparation, data analysis and vendor or stakeholder liaison; • Organize virtual and in-person workshops and seminars and corporate events; • Provide on-site events execution and support; and • Assist with ad hoc tasks/ projects as assigned	
Requirements	<i>Language Proficiency</i> • Excellent command of written and spoken English and Chinese	<i>Digital & Technical Skills</i> • Proficient in managing social media platforms, particularly Facebook and Instagram. • Familiarity with design software (e.g., Adobe Illustrator, Photoshop) is a strong plus.
	<i>Other Requirements</i> • <i>Prior experience in administration, clerical support, or event management is preferred</i> • <i>Occasional after-office-hours work may be required based on event schedules</i>	
Working Location and Contact Hours	18 November to 6 December 2024 Hybrid	