

CBBC Events Team Internship Opportunity (three months) – One-off special project, focusing on matchmaking event between UK and Chinese companies

About CBBC

We help British and Chinese businesses and organisations work together in China, the UK and third markets around the world. With 60 years of experience, experts in 11 UK offices and 15 Chinese locations, and a diverse 1,000-strong membership, we operate alongside the British Chamber of Commerce in China to support companies of all sizes and sectors from multinationals to SMEs. As the partner of choice for British companies working with China, CBBC delivers a range of events, tailored research and consultative services. We cooperate closely with government to highlight export opportunities for UK companies and investment opportunities for Chinese organisations.

About the role

This position will offer a unique opportunity to assist the CBBC Events team with two upcoming high-profile events.

The internship will be focused on arranging matchmaking meetings between UK and Chinese companies, at an event hosted by CBBC.

Your main responsibilities for this event will include:

- Ensuring UK companies are matched with relevant UK companies
- Informing companies of the time of their meetings
- Creating a rota for all companies that are attending
- Responding to all enquiries relating to the matchmaking session

Other responsibilities include:

- Maintaining CRM database
- Managing event registrations
- Taking ticket payments
- Preparing materials for events

Desirable (not obligatory):

- Mandarin language skills

Eligibility requirements:

- Fluent in English
- Ability to live and work in the UK with no additional VISA sponsorship requirements

Hours:

- Monday to Friday 9am to 5pm (with some late evening work)

Expenses:

- This is an unpaid internship lasting three months
- £150 per month for travel expenses

Reports to Event Manager.

Start date: **Beginning of May 2017**

To apply please email your CV and a cover letter to events@cbbc.org