

Archetype

Intern (Part-time/ Full-time)

We are looking for highly motivated interns to join our successful Hong Kong team. We work on a variety of clients, but the core focus of this role will be on **B2B tech clients**. We want to work with someone who is passionate about communications, and who is motivated to help create and shape the future of our agency.

Responsibilities

- Responsible for the administration of client accounts. For example: maintaining WIP documents, writing contact reports, sharing coverage with clients, updating deliverables trackers, etc.
- Play a key role in media relations, including managing media lists, updating editorial calendars, sharing industry news and trends with the team. Creating media pitches and selling in stories to B2B tech, business and national news media are a core part of the role.
- Support the team to develop content including opinion pieces, press releases, social media content, story pitches and blog posts.
- Support team leads in developing and delivering campaign tactics.
- Contribute towards new business pitches on background research and analysis

Qualification

- University graduates/ students of year 3 or final year, working towards completing of a bachelor's degree or above in English, Communications, Translations or Public Relations
- Excellent written and spoken English and Chinese (Mandarin is a bonus)
- Experience in technology, B2B or corporate PR is an advantage, but not a must
- Experience in managing social media campaigns will be an advantage

Benefits:

- Flexible schedule

- Permanent job opportunity
- Professional development
- Work from home

Schedule:

- Monday to Friday (full-time)
- At least 2 days a week (part-time)

Expected Start Date: Immediate

Interested candidates, please send your applications to stella.wong@archeype.co