

Job Description

CW CPA is a professional advisory firm (about 100 staff), one of a top mid-sized CPA firm in Hong Kong, which offers a wide array of client-focused, tailored services of superior quality, including audit and other assurance, tax, corporate secretarial and business process outsourcing, and advisory specialisms. We have also developed a strong presence in the Greater Bay Area in the last two years with about 40 staff working there now. Our global reach spans across different continents with offices strategically located in Hong Kong, Shenzhen, Guangzhou, and Shanghai in Mainland China, Barcelona in Spain, London in the UK, and Bogotá in Colombia. We have teams of multinational, culturally adept, and multilingual experienced professionals who are dedicated to serving clients.

Website: www.cwhkcpa.com

Title: Student intern

Period: Flexible depending on the university timetable

Job nature: Language and Communication

Department: China Consultancy Team

Working location: Hong Kong (work-from-home option is available)

Job responsibilities:

- Write newsletter articles and social media posts based on given materials and topics;
- Translate professional reports, corporate documents and newsletter articles from English to Chinese and vice versa;
- Prepare promotional brochures for our marketing departments and for our professional services;
- Assist our professional teams with the preparation of consultancy reports;
- Other tasks assigned by the supervisor.

Main skills:

- Proactive, confident, good communicator;
- Able to think/decide on their own with supervision, organized;
- Punctual, persistent and able to work under pressure;
- Able to work in an international working environment and adapt to multi-cultures;
- Highly attentive to details and procedures, in the meantime having the capability to innovate and resolve difficulties independently.

Education and other skills:

- Undergraduate student majoring in English Studies, Communication, Translation or similar disciplines
- Excellent English language skills (IELTS band 7.0 or above; or equivalent)
- Familiar with office software of Windows system
- Experience in graphic design tools (e.g. Canva, Adobe Illustrator and CoralDraw) is an advantage, but not a must