



SwedCham China – Internship Opportunity

Position: Communication & Marketing (Based in Shanghai)

About Us:

The Swedish Chamber of Commerce in China (SwedCham) is a non-governmental, non-profit organization representing Swedish businesses and decision-makers in China. Established in 1998, we currently have around 200+ members and partners. SwedCham organizes a wide range of events, including seminars, workshops, and networking opportunities, fostering connections within the Swedish business community in China.

We also collaborate with Team Sweden, which includes the Embassy of Sweden, the Consulate General in Shanghai, Business Sweden, and Visit Sweden, to strengthen the Swedish community in China.

Your Role:

This internship is designed to integrate you into our daily operations and provide you with insights into the workings of an international Chamber of Commerce. From planning events to launching marketing campaigns, you will play a key role in strengthening our connections with the Swedish business community in China.

As a **Communication & Marketing Intern**, your responsibilities will include:

- Planning, promoting, and executing events at SwedCham China's offices.
- Managing SwedCham's social media platforms, with a primary focus on WeChat (including the video channel) and LinkedIn.
- Creating content for social media, newsletters, press releases, and articles.
- Designing marketing materials, such as event posters, flyers, and web banners.
- Coordinating with member companies to support event activities.
- Assisting with general office tasks and administrative support.

Our Expectations:

We are looking for someone who is proactive, creative, and passionate about communication, marketing, and Swedish/Nordic culture. You'll be expected to manage projects independently while being an adaptable team player.

Qualifications:

- **Internship Duration:** 6 months to 1 year (immediate start preferred).
- Fluency in **English** is required; proficiency in **Swedish** or **Chinese** is a plus.
- Must have a **legal right to intern in China:**
 - Chinese citizens (students or professionals).
 - Foreign nationals enrolled at a Chinese university with an internship permit.
 - Swedish students in China with the legal right to intern.
- Educational background in **Communication, Marketing, Business, Economics,** or related fields.
- Strong writing skills, knowledge of social media, and a passion for digital marketing.
- Familiarity with design tools, video editing, or photography is an advantage.
- Ability to work independently and handle multiple tasks in a fast-paced environment.

What We Offer:

- **Full-time role:** Monday to Friday, 9:00 AM – 6:00 PM.
- Paid internship with a **flexible work schedule** (occasional business travel may be required).
- 7 days of paid leave for every 6 months, EAP program included.
- Opportunities for **networking** and **professional development**.
- A dynamic work environment with team-building activities.
- Interns are required to have valid insurance during the internship period.

How to Apply:

If you're excited to make a difference in Sino-Swedish relations and are ready to grow in a dynamic environment, please send your **CV** and **cover letter** to:

jonatan@swedcham.cn latest by 1 December 2024.

Applications will be reviewed on a rolling basis, and the position will be filled as soon as a suitable candidate is found.

Location: Shanghai