



## LC Venture

### **Description**

**Title:** Communication Assistant (Paid Internship)

**Department:** Communications

**Position:** One

**Location:** LC Venture Head Office; Beijing, China

### **Company introduction**

LC Venture is venture-backed leading Investment advisory and Consultancy firm that provides high-level advisory on investment and cross-border transaction. Incorporated, in the UK, LC Venture maintains head office in Beijing and commercial presence in Hong Kong, and Kuala Lumpur.

LC venture is also a holding company of BeGo Education, a bespoke education consultancy focusing firm that provides customized education planning and placement service to UHNW Chinese families on international schools' applications in China and boarding schools and universities application in the UK. LC Venture also manages a list of investment portfolios in auto parts, ion battery manufacturing and various projects, including lifestyle and grooming in Beijing, Shanghai, Zhuhai and Ningbo.

### **Our Teams**

You will be joining a dedicated and excellent team of multilingual and bi-cultural professionals who are responsible and driven and who are willing to take initiative and learn something new every day.

### **Who we are looking for?**

We are looking for motivated and hungry individuals to join our Global Talent Internship Programme. The goal of this program is to help further develop your communication and networking skills in a highly versatile professional work environment.

As an intern, you will be working closely with a Communications Manager who will provide you with real hands-on projects and daily tasks that require you to create communication materials. Interns will be able to apply classroom based knowledge to projects and gain essential skills needed to be career ready. LC Venture is dedicated



to developing successful leaders, and we strive to make this internship as realistic and informative as possible.

### **Roles duties and Responsibilities:**

- Schedule and coordinate speaking engagements, appearances, photo shoots, and other special events
- Write press releases and other materials
- Compile contact lists
- Search for press clippings
- Create or update databases
- Greet guests and clients
- Utilize social media profiles to campaign events
- Maintain, post and, update social media profiles such as WeChat, Facebook, and LinkedIn with appropriate and appealing content
- Assist with social media paralytics and reporting
- Assist in loading/producing stories/creating social media
- Help develop strategies for capturing target audience and current customer engagement
- Other duties as assigned

### **Qualifications and Education:**

- Excellent written and verbal communication skills in English and Chinese
- Highly organized and ability to project prioritize and meet deadlines
- Proficient in Microsoft Offices and email communication
- Bachelor's degree or currently enrolled in an accredited college or university preferably in International and Social and marketing or related field of study
- Minimum over all GPA or CGPA of 2.75 or above

### **Working times**

#### **Full time**



- 40 hours a week Monday-Friday,
- 9:00am-6:00 pm

### **Part Time**

- A minimum of 20 hours in a week.

### **Application Period**

The application is on-going. We receive quite a number of excellent applicants and we only contact the most suitable candidates. Short-listed candidates will complete two-round interviews and a written assignment before they can be successfully hired. The process takes approximately 1-2 weeks.

### **How to apply**

To apply, please send your resume and cover letter, and two references from previous employer directly to our Office address at:

### **LC Venture**

603A, 6/F, Tower A, ChaowaiMEN Office Centre, Chaoyang District, Beijing

Or, you can send your documents via email to

Mandy Zhang at: [hr@lcventure.com](mailto:hr@lcventure.com)