



Tasks Description: Online Project Assistant

- Assist in international marketing for Chinese language total e-learning solution (CLT).
- Assist in CLT web portal write-up.
- Assist sales team to service foreign companies in China for English Language Teaching (ELT) e-learning program to the Chinese employees of foreign companies.
- Help to prepare marketing/sales pitch presentation documents.

Requirements:

- Major in Journalism or Marketing or in e-Commerce Management.
- Native English speaker, an excellent English writer and communication skills.
- Have previous experience in doing journalistic, marketing, e-commerce project or course assignment based project with private/public enterprises is an advantage.
- Chinese language knowledge is not a must.
- Knowledge of French is a plus
- Willing to learn and hardworking.