

Beijing City International School 北京乐成国际学校  
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 北京市朝阳区百子湾南二路77号, 100022

Beijing City International School Early Childhood Center 北京乐成国际学校幼儿园  
 No. 11 Dongbai Street, Chaoyang District, Beijing 100022, PR China  
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 北京市朝阳区东柏街11号, 100022

## Job Description

### Beijing City International School

#### TITLE: Marketing Intern

**Working Duration: 2022 September 1 – December 30, preferred at least 3 days a week**

#### QUALIFICATIONS: 任职资格

1. Having great English language proficiency, be able to do bidirectional translation between Chinese and English;
2. Excellent Chinese writing skills, outstanding command of Chinese;
3. Self-driven, having a marketing mindset, passion for learning and creation ;
4. Major in English, marketing, communication, journalism, and other related fields.

#### RESPONSIBILITIES:

1. Translate written English copy into Chinese and Chinese copy to English for use in advertising, web-based material, and other promotional areas
2. Support in gathering news and information designed to raise awareness of its educational program and the brand;
3. Support in preparing marketing proposals and presentations based on needs, creating graphic representations of data, and translating complex research into easily readable content for stakeholders and other departments;
4. Developing tools and methods for collecting data such as surveys, opinion polls, or questionnaires to identify consumer trends, research consumer opinions, and measure their satisfaction;
5. Monitoring and managing the social media platforms, adjusting outreach tactics as needed;
6. Support the team and other work assigned