



上海恒进展览有限公司  
Shanghai Forever Exhibition Co., Ltd  
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## Marketing Dept. – Project Assistant

### 市场部 – 项目助理

#### 工作职能:

1. 参与展商及观众推广及信息管理，负责展会推广新媒体素材收集、内容采编、加工及主题内容策划与发布；
2. 维护和服务现有展商，协助完成观众推广；
3. 协助部门完成专业买家的组织邀请工作；
4. 展会现场的支持和协调工作；
5. 其他有关展商服务等相关工作。

#### 职位要求:

1. 大学本科及以上学历，市场营销、新闻传媒、中文等相关专业优先；
2. 有较强文案写作能力有创新思维，至少 1-2 年展览会主办行业市场或销售方面的工作经验（制造业者优先）；
3. 熟练的英语口语和书面语，大学英语六级以上程度；
4. 良好的沟通技能，对工作压力的承受能力强，有合作精神；
5. 自我约束和自我管理能力强，有独立完成工作任务的能力；
6. 熟练的计算机应用能力。

#### Responsibilities:

1. Assist in exhibitor & visitor promotion, responsible for content collection, content editing.
2. Follow-up work and services for established customers, assist to visitor promotion.
3. Assist to professional visitors(delegation group) inviting.
4. Provide on-site supporting as assigned.
5. Assist in other affairs such as exhibitor service & data collection.

#### Requirements:

1. Bachelor degree or above (Major in marketing, media, Chinese and etc..)
2. Excellent writing skills and creative sense, at least 1-2 years marketing/sales working experience in exhibition and conference or related industry.
3. Good command of written and oral English, CET 6 or above.
4. Excellent interpersonal and communication skill, and able to work under pressure.
5. Well-organized and able to work independently with minimum supervision.
6. Good PC skills-Word, Excel, PowerPoint, etc.

简历请发送至: marketing@for-expo.com

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