

Position Title: Intern, Corporate Affairs

Objective

BASF Taiwan is looking for a talented, passionate, and enthusiastic student/graduate student who is thrilling to be part of Corporate Affairs team for company events planning and execution.

Main Tasks

- Assist and support company events planning and execution
- Vendor coordination and communication
- Social media management
- Handle and perform assigned tasks with different internal stakeholders
- Perform other related duties as assigned

Requirements

- University student in the third or fourth year or graduate students, major in science, mass communication, marketing, or related discipline
- Able to start his/her internship from May 4, 2022 to October 7, 2022
- Work three full days per week
- Experience of extra-classroom activities is a plus
- Proficient in MS Office (Word, Excel and PowerPoint)
- Proficient in spoken and written English and Mandarin
- Basic knowledge of social media
- Good at coordination, timely communication, and creative thinking
- Detail-oriented and deadline-oriented, quality-driven, well-organized, and self-motivated.

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