



Greater China

## JOB DESCRIPTION

Job Title : Intern GMA (Global Market Access)  
Department/Section : GMA  
Reports to : Senior Manager, Global GMA  
Type of internship : Paid  
Starting Date : Asap

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### I. Position Summary

This intern position supports the GMA team in their daily operations by supporting in and taking over administrative tasks.

### II. Job Responsibilities

1. Upload GMA news updates into the respective company tool (10%);
2. Create client newsletters and upload them into in the intranet and respective company systems (10%);
3. Support maintaining the company SharePoint (10%);
4. Create statistical analyses for client webpage traffic on a monthly basis (5%);
5. Summarize information material (20%);
6. Revise and amend English text translations (20%);
7. Take on further administrative tasks to support the GMA team in their daily business (25%);

### III. Job Requirements

1. Current enrollment in a University
2. Electrical or Electronics major preferred
3. Holds or is eligible for the official internship visa (only applicable for foreign students)
4. Good communication and interpersonal skills
5. Detail orientation
6. Diligence, self-motivation and strong team spirit
7. Advanced English skills (spoken and written)
8. Good computer skill (Microsoft Office)

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