German Industry and Commerce Ltd. | 2302, 23/F, COFCO Tower | 262 Gloucester Road | Hong Kong

Event Management Trainee

Do you enjoy a challenge? Are you looking for an international experience?

Join our team at German Industry and Commerce Ltd. (GIC) – the official representation of German business in Hong Kong and a proud member of the global German Chambers of Commerce Abroad (AHK) network, with over 150 offices in 90 countries. We are a non-governmental, non-political organisation committed to strengthening bilateral trade and investment between Germany and Hong Kong.

At GIC, you'll experience a diverse range of business activities in a collaborative, fast-paced setting. Our work spans across market entry services, business partner searches, recruitment, market research, and event organisation – all tailored to support German companies operating or expanding in the region. We also deliver German Dual System Professional Training, offering hands-on training opportunities for local talents in partnership with German-standard training companies in Hong Kong.

In addition, GIC supports the German Chamber of Commerce, Hong Kong (GCC), fostering a strong membership community and promoting dialogue between German and Hong Kong businesses through numerous networking activities.

As an Event Management Intern, you will join our Chamber Department, which serves as the main point of contact for our member companies in Hong Kong. The team organises over 50 events a year, ranging from business delegations and expert luncheons to workshops, seminars, and networking receptions.

Duties:

- Coordinate event logistics and offer on-site support for physical and hybrid events.
- Assist the Event Manager with project coordination and communicate with vendors.
- Collaborate with the Communications team to edit post-event photos and draft captions for social media.
- Have the opportunity to serve as the Master of Ceremonies at events.
- Provide general administrative support to the Events and Membership Department.
- Manage event registrations, including follow-up with attendees and tracking payments.
- Address member and attendee inquiries and support telephone marketing efforts.
- Maintain and update event and membership databases.

Requirements:

- Tertiary education; preference for students or graduates in Hospitality Management, Event Management, Business or related disciplines
- Fluent in English; knowledge of Cantonese and/or German is an advantage
- Excellent written and spoken communication skills
- Proficient in Microsoft 365 applications, particularly Excel, Outlook, SharePoint and Teams.
- Previous work experience (e.g. part-time, internships) in event-related roles is a plus
- Independent, reliable, detail-oriented, and eager to learn, with a strong sense of responsibility.
- Friendly, proactive, and well-organised with strong interpersonal and coordination skills
- Creative mindset and willingness to contribute ideas and take initiative
- Experience using digital and AI-powered tools (e.g. Microsoft Copilot and Canva) for content creation and daily tasks. Familiarity with automation tools (e.g. Power Automate) is an advantage.
- Confidence in public speaking is a plus

Salary: HKD 8,000.00- per month
Internship duration: 6 months starting in late February 2027
Application Deadline: 07th Dec 2026

How to apply: Please send us your application including a cover letter and resume in English, certificates from universities and high schools, as well as references from previous internships or jobs to Ms. Kate Hung (hung.kate@hongkong.ahk.de).

Please note that only short-listed candidates will be contacted after the application deadline.