



Conference Assistant – Tours IB Client Marketing, Hong Kong

Assignment period:

Start Monday 9 October 2017 (subject to completion of HR process) – End Friday 26 January 2018

Your role

Do you have the skills to act as conference assistant for our flagship conference in Shanghai? Are you known for exceeding people's expectations? We're looking for someone like that to:

- support the Conference tour lead in overall planning of 10+ post-conference company/property tours taking place in mainland China
- liaise with tour hosts (internal UBS) and corporates (UBS clients) on all logistical arrangements
- liaise with tour companies on agenda, quotations, itineraries, etc.
- manage tour registration process
- update internal stakeholders and our corporate clients regularly on tour agendas
- arrange transport for tours and evening social event
- arrange all F&B required on the tours, including lunch and dinner
- prepare tour-related materials including signages, badges, print collaterals, etc.
- conduct post-event reports, including attendance metrics and financials
- able to work on-site in Shanghai as required

Your team

IB Client Marketing -- The Conferences & Events team manages everything from small-scale corporate days held in-house to large-scale investor conferences in North Asia, as well as town halls and in some cases sponsored conferences. In terms of events, the team manages large-scale client entertainment activities, from bespoke dinners, receptions and activity days to hospitality around cultural or sporting events.

UBS will be hosting its 18th Greater China Conference (GCC) from Monday, 8 January through Friday, 12 January 2018 in Shanghai. Bringing together more than 2,000 attendees, this highly complex, annual event is UBS's flagship conference in the Asia-Pacific region.

You'll be working with the GCC project team based in Hong Kong. We work closely with our regional team, Marketing Production and various internal stakeholders on the overall planning of the GCC.

Your experience and skills

You have:

- a bachelor degree
- proven ability to effectively juggle multiple projects in various stages of development, prioritize workload and meet tight deadlines
- ability to identify problems and seek solutions promptly
- excellent computer and IT related skills
- exceptional organizational skills, strong attention to detail and solid general administration skills

You are:

- fluent in written & spoken English and Putonghua
- an enthusiastic person with a high level of professionalism and discretion
- very organized and an excellent communicator (you keep track of the details and keep people updated)
- a team player in a busy and pressured environment



Conference Assistant – Corporate Liaison Investment Bank Client Marketing, Hong Kong

Assignment period:

Start Monday 4 September 2017 (subject to completion of HR process) – End Friday 26 January 2018

Your role

Do you have the skills to act as conference assistant for our flagship conference in Shanghai? Are you known for exceeding people's expectations? We're looking for someone like that to:

- support the project leader in overall planning of corporate logistics
- establish budgets and monitor spend
- develop conference website, marketing material and invitations, and manage client registration process and experience
- liaise with our clients regarding conference logistics including their online registration, meeting availabilities, accommodation, their marketing materials, etc.
- collaborate with internal stakeholders in all aspects pertaining to corporate participation
- keep the project team updated on corporate sign-up status regularly
- conduct post-event reports, including attendance metrics and financials
- able to work on-site in Shanghai as required

Your team

IB Client Marketing -- The Conferences & Events team manages everything from small-scale corporate days held in-house to large-scale investor conferences in North Asia, as well as town halls and in some cases sponsored conferences. In terms of events, the team manages large-scale client entertainment activities, from bespoke dinners, receptions and activity days to hospitality around cultural or sporting events.

UBS will be hosting its 18th Greater China Conference (GCC) from Monday, 8 January through Friday, 12 January 2018 in Shanghai. Bringing together more than 2,000 attendees, this highly complex, annual event is UBS's flagship conference in the Asia-Pacific region.

You'll be working with the GCC project team based in Hong Kong. We work closely with our regional team, Marketing Production and various internal stakeholders on the overall planning of the GCC.

Your experience and skills

You have:

- a bachelor degree
- proven ability to effectively juggle multiple projects in various stages of development, prioritize workload and meet tight deadlines
- ability to identify problems and seek solutions promptly
- sound computer and IT related skills
- exceptional organizational skills, strong attention to detail and solid general administration skills

You are:

- fluent in written & spoken English and Putonghua
- an enthusiastic person with a high level of professionalism and discretion
- very organized and an excellent communicator (you keep track of the details and keep people updated)
- a team player in a busy and pressured environment



Roadshow Planner

Investment Bank Client Marketing, Hong Kong

Assignment period:

Start Monday 9 October 2017 (subject to completion of HR process) – End Friday 26 January 2018

Your role

Do you know how to run a roadshow? Are you adaptable, embracing change? We're looking for someone like that to:

- establish a feasible roadshow plan with the originator
- get up-to-date on the diverse roadshow products
- select and secure venues for group presentations, arrange catering, and monitor attendance list to make sure space accommodates expected clients
- oversee travel and lodging arrangements
- manage event management tool
- estimate costs, exercise cost control, review all invoices and create a final financial report
- assist Business with Compliance process
- close out each roadshow by finalizing all schedules and attendee lists, and updating the roadshow team on trends and feedback

Your team

You'll be working in the Roadshow team in Hong Kong and also working very closely with the global team to manage the logistics of transaction-related (deal) and investor-relations (non-deal) roadshows and presentations. We support various Businesses within Investment bank e.g. Global Capital Markets (GCM), Investor Relations Advisory Group (IRAG), Corporate Access, etc.

Your experience and skills

You have:

- a bachelor degree
- proven ability to effectively juggle multiple projects in various stages of development, prioritize workload and meet tight deadlines
- ability to identify problems and seek solutions promptly
- exceptional organizational skills
- high level of attention to detail and solid general administration skills
- excellent computer and IT related skills
- a good understanding of different cultures

You are:

- fluent in written & spoken English and Putonghua
- enthusiastic person with high level of professionalism and discretion
- an excellent communicator (you keep track of the details and keep people updated)
- a team player in a busy and pressured environment

Additional Requirements

- Master / bachelor graduates this summer or 4th year student who wants to defer one semester
- For **Greater China Conference Assistant - Tours / Corporate Liaison**, Mainland Chinese from the Talent program would be desirable but they should already have HK ID and not required to apply for work permit
- GPA 3 - 3.2
- Salary range: HKD16K – 18K per month (pay roll via a third party)
- Prefer students from Finance, Economics, Marketing, Media and Journalism but we are open to all

Application Method

Submit cover letter and CV in **ONE MS Word / PDF** file, at <http://apps.cedars.hku.hk/applyjob>.

References:

1. **Greater China Conference Assistant - Tours** *[Ref. J016a]*
2. **Greater China Conference Assistant - Corporate Liaison** *[Ref. J016b]*
3. **Roadshow Planner** *[Ref. J016c]*

Application Deadline

16 July 2017 (Sunday)