



JOB DESCRIPTION

MARKETING AND COMMUNITY MANAGEMENT INTERN

Job title: Marketing and Community Management Intern

Reports to: Business Development and Client Relations Director

Status: Full-Time, 5 days a week

About Banyan Workspace

Banyan Workspace is a new boutique coworking and event space in Quarry Bay with a strong commitment to sustainability and giving back to the community.

Job Overview

You will represent Banyan Workspace as the first point of contact for our members and guests, provide an exceptional customer experience while ensuring smooth day to day operations of our work and event space.

Responsibilities & Tasks

Operations

- Front desk management including welcoming members, guests and handling phone calls
- Demonstrate and communicate our core values, including hospitality, sustainability, giving back to our community and helping bring these into the daily practices of the office
- Ensure the space feels welcoming and is always kept in the best conditions
- Manage support staff and day to day suppliers including postal services
- Ad hoc administration tasks

Marketing

- Support in building community through social media management
- Build relationships with partners
- Develop digital visual assets based on templates
- Promote events and handle registrations
- Support with events set-up
- Contribute to Banyan Workspace awareness in local market and Quarry Bay area

Qualifications & Skills

- Fluent in written and spoken English (Cantonese would be an advantage)
- Customer-oriented mindset and good understanding in Hong Kong local market
- Dynamic, good interpersonal and people skills as well as proactive behaviour
- Passionate, positive and enthusiastic mindset
- Valid Hong Kong work visa required

Please send your resume and explain your motivation to charlotte@banyanworkspace.com.