



BOOK TALK

Learning Centre For Kids

Book Talk Language Learning Centre teaches children English through a story. In operations since 2009, they focus on children aged 1,5 to 12 in Hong Kong. Book Talk also teaches Mandarin and Coding to children. With over 10,000 books they get children interested in language and literature as a story is one of the most effective ways of learning a language and getting children excited about learning.

Looking for Office Administration Intern

Administration Intern will have a hands-on role and ability to show the skills in real life office environment. You will be in touch with the clients and parents, support them in everyday questions and create a positive atmosphere to the learning centre. Also, you would help parents to make informed decisions regarding which classes would benefit their children's learning development. Organizing events, supporting the language instructors and some marketing tasks will also be part of the role. Based on your interests more sales elements can also be included in the role. Overall, it will be a diverse and fun role in a growing company.

Learning Experiences

- Use your organization skills in real life environment
- Learn about running a growing business in Hong Kong
- See how great customer service can create sales
- Gain experience in organizing events

The internship should last 3 to 6 months and start in Spring or Summer 2020.

Interested? Send your CV to apply@internshipasia.net and include a brief message telling us why you are interested in this opportunity. We will make decisions immediately when the right candidates are found.

The internship will be done directly with Book Talk Limited. Internship Asia is supporting the recruitment process and will also help the chosen intern with practicalities (Visa, housing, friends) when arriving in Hong Kong. All our services are FREE to students and interns.



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