

---

## Events and Project Assistant

### Job Description

CENTI (China-Europe Networks of Technology and Innovation) is a cross-border platform helping European companies to explore opportunities in the China market and helping the Chinese corporates with their innovation and overseas expansion. By doing so we developed three pillars: cross-border advisory service, China-EU technology and innovation ecosystem, and innovation hub operations. We work closely with investors, entrepreneurs, governments and tech enthusiasts in both China and Europe to leverage the resources, maximise the potential, to build a solid, diversified and trustworthy platform.

\* We offer our services both in the EU and China, therefore, the candidate will be required to be able to converse and produce documents in both Chinese and English.

We are currently looking to recruit staff for our innovation space in Brussels – Shenzhen Bay Innovation Centre. It is co-operated by SBTDC and China-Europe Networks of Technology and Innovation (CENTI Group). The Centre aims to create a diverse ecosystem and efficient platform facilitating China-EU cooperation vis-à-vis industrial innovation and technology transfer. The Centre will provide mutual benefits for both European and Chinese tech companies, facilitating the exchange of knowledge and favourable resources.

We are currently looking for candidates to join us for 3-6 months as an **events assistant** to help with projects and execution tasks for our platform and ecosystem team.

#### Main Duties:

- Research: assisting the team to research potential partners and clients
- Proposals: assisting the team to draft proposals for both internal stakeholders or potential clients and partners
- Executing events and assisting with arranging trip logistics
- Assisting in ad-hoc tasks as required

#### Key Skills and Competencies:

- An understanding of the fields of technology transfer and business consulting would be an advantage.
- Business-level communication in both English and Chinese (both oral and written)
- Attention to detail and a team player
- Competent user of Microsoft Word, Excel and PowerPoint and Outlook.
- Research and analytical skills
- Proactive, self-driven, confident and independent

#### Language:

- English and Chinese (REQUIRED)

- French will be an advantage

**\*\*\* PLEASE NOTE YOUR VISA STATUS BEFORE APPLYING\*\*\***

Job Type: Internship/ Part Time

Interested candidates should send their CV to [hr.london@centi.group](mailto:hr.london@centi.group) **stating the role** that they are applying for **in the title**.

## Marketing & PR Assistant

### Job Description

CENTI (China-Europe Networks of technology and Innovation) is a cross-border platform helping European companies to explore opportunities in the China market and helping the Chinese corporates with their innovation and overseas expansion. By doing so we developed three pillars: cross-border advisory service, China-EU technology and innovation ecosystem, and innovation hub operations. We work closely with investors, entrepreneurs, governments and tech enthusiasts in both China and Europe to leverage the resources, maximise the potential, to build a solid, diversified and trustworthy platform.

\* We offer our services both in the EU and China, therefore, the candidate will be required to be able to converse and produce documents in both Chinese and English.

We are currently looking to recruit staff for our innovation space in Brussels – Shenzhen Bay Innovation Centre. It is co-operated by SBTDC and China-Europe Networks of Technology and Innovation (CENTI Group). The Centre aims to create a diverse ecosystem and efficient platform facilitating China-EU cooperation vis-à-vis industrial innovation and technology transfer. The Centre will provide mutual benefits for both European and Chinese tech companies, facilitating the exchange of knowledge and favourable resources.

We are currently looking for candidates to join us for 3-6 months as **marketing and PR assistant** to support our marketing team.

#### Main Duties:

- Press releases: the team regularly posts press releases for our company events and major events in both China and UK (in both Chinese and English)
- Marketing materials: the team creates marketing materials to market opportunities such as competitions, events and insight trips that CENTI provides.
- Assisting in ad-hoc tasks as required

#### Key Skills and Competencies:

- An understanding of the fields of technology transfer and business consulting would be an advantage.
- Business level communication in both English and Chinese(both oral and written)
- Attention to detail and a team player
- Competent user of Microsoft Word, Excel and PowerPoint and Outlook.
- Strong writing skills in Chinese and/or English
- Proactive, self-driven, confident and independent

#### Language:

- English and Chinese (REQUIRED)
- French will be an advantage

**\*\*\* PLEASE NOTE YOUR VISA STATUS BEFORE APPLYING\*\*\***

Job Type: Internship

Interested candidates should send their CV to [hr.london@centi.group](mailto:hr.london@centi.group) stating the **role** that they are applying for **in the title**.