

## **EHS/MKT Intern-EHS/市场实习生**

### 一、Key Responsibilities:

#### 职位描述

1. Collect information and edit in Chinese and English.  
协助收集并准备相关文件并形成体系。
2. Help to translate documents and EHS tools between Chinese and English.  
文件翻译
3. Documentation management  
文件管理
  - Collect data from sites and conduct basic analyses  
数据收集并进行基本分析
  - Keep filing of documents.  
文件归档
4. Complete others as assigned.  
完成交办的其他工作

### 二、Qualification:

#### 任职资格

1. University level.  
大学本科学历
2. A leader in a student union will be a plus  
学生会干部优先考虑
3. Fluent in English, at least in Written English.  
英语流利，或至少书面英语熟练
4. Creativity, good computer skills  
熟练使用计算机技能
5. Good interpersonal skills, pro-active, EHS values, efficiency oriented, know how to face crisis and work under stress  
具有良好的沟通能力和人际交往能力，积极主动，结果导向，并有能力应对危机和处理工作压力。

**At least 3 working days per week**

每周至少保证 3 天工作时间