



Location	Department	Job Requirements	Job Duties
Beijing	IT (Indigo)	<ul style="list-style-type: none"> - Insights and cognition of digital transformation and digital business implementation, and have a keen judgment of technology development trends - Strong commercial marketing sense and be insightful on consumer understanding. - Knowledge of digital marketing and data analysis - Creative thinking - Excellent communications and interpersonal skills. 	<ul style="list-style-type: none"> - Assist in analysing mall operation and data verification, for having a accurate forecast and business insight, e.g. Sales/footfall/tenant... - Assist to improve Tenant Portal platform E.g. Tenant research, Business analysis, Feedback collection...
Beijing	Portfolio/Marketing (Taikoo Li Sanlitun)	<ul style="list-style-type: none"> - Good spoken and written Chinese and English - Outgoing with good negotiation skills - Presentable and professional, and with good customer's services skill - Initiative and self-confident - Hard working with professional working attitude - Team working - PC knowledge in Windows, Words, and Excels etc. 	<ul style="list-style-type: none"> - Support portfolio team on leasing and daily operation issues, broadly understand the commercial properties industry. - Assist on the North site condition management during major upgrade construction period on daily basis. Assist on prepare reports and analysis to initiate better cross-department communication with PMT and FIN. Help tenants to solve operation issues, push for sales driving and VIC invitation incentives, outdoor installation, and creative events. - Report on global and domestic new malls, successful VIC programme example, retail concepts targeting on North future brand mix.
Guangzhou	Portfolio/Marketing (Ju Long Wan Project)	<ul style="list-style-type: none"> Marketing - Fluent English and Mandarin - Out going and will to exchange and communicate with other people - Good PC knowledge in Powerpoint, Words, Excels, etc. - Creative and willing to learn new things - Hardworking with good team spirit 	<ul style="list-style-type: none"> - Support Marketing Team on doing consumer research and analysis - Assist with the project's branding campaign - To be involved in the planning and execution of various marketing events
Shanghai	Portfolio Management (Central Team)	<ul style="list-style-type: none"> - Fluent English/Mandarin - Strong interest in retail, fashion, lifestyle, sustainability, and environmental initiatives 	<ul style="list-style-type: none"> • Research on below retail related topics: <ol style="list-style-type: none"> 1. VIC lounge 2. Food hall/ Food market 3. Night Lives 4. F&B concepts 5. Cultural anchors (e.g. theatre) in retail 6. China art & culture studies • Conduct research and analyze local & international cases related to corresponding topics and evaluate the pros and cons of different approaches in subject retail projects • Compile and analyze data to provide insights and recommendations of creating a sustainable and enjoyable environment by developing corresponding facilities / concepts for our retail properties • Deliver the findings and presentations to project lead
Shanghai	Portfolio/Marketing (Taikoo Li Qiantan)	<ul style="list-style-type: none"> Portfolio - Students with valid student ID Card - Fluent Mandarin, Good English (both listening & speaking) - Good personal character & should be a team player - Other requirements include PC proficiency in Microsoft Word, Excel, PowerPoint and Outlook. - 4-5 days/week 	<ul style="list-style-type: none"> - Desktop research on relative industry/brands/projects - Interview with corresponding KOLs, management of leading brand etc. - Customer research - Trend analysis
Shanghai	Portfolio/Marketing (Taikoo Li Qiantan)	<ul style="list-style-type: none"> Marketing - Students with valid student ID Card - Fluent Mandarin, Good English (both listening & speaking) - Good personal character & should be a team player - Other requirements include PC proficiency in Microsoft Word, Excel, PowerPoint and Outlook. - 4-5 days/week 	<ul style="list-style-type: none"> - Be good at making posters and typesetting. - Complete superior requirements
Sanya	Portfolio/Marketing (Sanya Project)	<p>Skills:</p> <ul style="list-style-type: none"> - Strong research and analytical abilities to handle and interpret large volumes of data. - Excellent communication skills and the ability to work well in a team. - Good command of English, both written and spoken, for international communication. - Innovative thinking with the ability to propose fresh ideas and solutions. <p>Attitude and Values:</p> <ol style="list-style-type: none"> 1. A strong interest in the retail industry and high-end markets. 2. Passionate about sustainable development and environmental protection. 3. Proactive with the ability to work independently and willing to take guidance. <p>Open-minded and willing to embrace new ideas and challenges.</p>	<ol style="list-style-type: none"> 1. Market Research: <ul style="list-style-type: none"> - Conduct detailed market research to analyze global and local retail market trends. - Research best practices of global resort-style shopping centers and how they cater to high-end clientele. 2. Brand Analysis: <ul style="list-style-type: none"> - Analyze top global luxury brands, including their market positioning, consumer base, and product lines. 3. Sustainability Strategies: <ul style="list-style-type: none"> - Investigate and propose how to integrate sustainability into the operations and activities of the shopping center. 4. Competitive Analysis: <ul style="list-style-type: none"> - Analyze the competitive landscape in Sanya and other popular tourist islands, especially in luxury retail and high-end tourism experiences. 5. Creative Proposals: <ul style="list-style-type: none"> - Based on research findings, suggest innovative strategies and activities to enhance the appeal of Sanya Taikoo Li, making it more than just a shopping center but a world-class tourist destination. 6. Participation in Meetings: <ul style="list-style-type: none"> - Participate in team meetings to share research findings, insights, and recommendations.

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Sanya	Portfolio/Marketing (Sanya Project)	<p>Skills:</p> <ul style="list-style-type: none"> - Strong research and analytical abilities to handle and interpret large volumes of data. - Excellent communication skills and the ability to work well in a team. - Good command of English, both written and spoken, for international communication. - Innovative thinking with the ability to propose fresh ideas and solutions. <p>Attitude and Values:</p> <ul style="list-style-type: none"> - A strong interest in the retail industry and high-end markets. - Passionate about art, culture and sustainability aspects. - Proactive with the ability to work independently and willing to take guidance. - Open-minded and willing to embrace new ideas and challenges. 	<p>Job Duties</p> <ol style="list-style-type: none"> 1. Reference Study: <ul style="list-style-type: none"> - Research best practices of global shopping centers' online platform strategies that can be used for reference, especially in resort-style malls 2. Local Art & Culture Marketing Strategies: <ul style="list-style-type: none"> - Investigate and propose how to integrate local culture elements into future marketing strategies (e.g. danjia/li'zu culture) 3. CRM Analysis: <ul style="list-style-type: none"> - Collect and analyze comprehensively regarding competitor malls' CRM systems, and explore potential technology that can improve the interactive experience 4. Creative Proposals: <ul style="list-style-type: none"> - Based on research findings, suggest innovative strategies and activities to enhance customer experience 5. Participation in Meetings: <ul style="list-style-type: none"> - Participate in team meetings to share research findings, insights, and recommendations.



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Guangzhou	Consumer Marketing	本科/普通话流利、英语基础	品牌计划制订·掌握OBPPC的基本原理和项目跟进·推动品牌策略的本地化执行
Guangzhou	Channel Marketing	本科/普通话流利、英语基础	渠道计划及生动化标准制订·渠道生意分析及渠道活动评估·渠道项目参与学习等
Guangzhou	Regional Marketing	本科/普通话流利、英语基础	执行消费者市场计划·例如赠饮、市场活动或路演；区域市场项目的执行、管理和追踪回顾；售点店内活动制作(标识、度身定做的特殊陈列)
Xiamen	Consumer Marketing	·有一定的市场营销专业知识； ·良好的沟通及表达能力； ·熟练操作办公软件； ·英语读写能力	·负责品牌营销方案·提升品牌知名度和品牌喜好度； ·根据公司策略及目标·发展福建的品牌计划·并追踪计划实施的有效性； ·负责新产品及新包装的上市项目管理； ·负责管理品牌DMI/TS费用·确保规范并有效使用； ·跨部门沟通协调·跨厂房客户的沟通协调·总部的对接协调 ·部门文案处理--报告批改/月报等 ·进行市场走访·了解最新业态,形成走访报告·进一步改善品牌计划的指定与推动 ·按时完成主管交付的其他任务安排。



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Beijing	Customer Travel	1. Willing to learn and make extra efforts to complete assigned task; 2. Has interest in public relations; especially media landscape and sentiment in Chinese mainland; 3. Educational background with communications is a plus.	1. support the team to organize media event; 2. Assist the team to do media monitoring and sentiment analysis.
Beijing	Government Relations	1. Strong communication skills; 2. Good at working for PPT etc.; 3. Proficient in both written and spoken English and Mandarin/Putonghua.	1. Support for the forum with CAAC; 2. Support for preparing some documents, eg PPT for external parties.
Beijing	Airport	1. Strong Excel and research skills, with the ability to gather and analyze information from various sources; 2. Detail oriented, ensuring accuracy in data analysis and reporting; 3. Proactive and self-motivated, with the ability to work independently as a part of a team; 4. Proficient in both written and spoken English and Mandarin/Putonghua.	1. Assist in development and maintenance of databases, spreadsheets and other data management tools for the airport team; 2. Consolidate and design a comprehensive dashboard and report for staffing roster; 3. Conduct in-depth research on airport self-check in systems or other topics; related to aviation industry and market trends; 4. Share the best practices for enhancing the self-check in systems based on the research study or on-site observations at the local airport; 5. Support the team in any ad-hoc projects as needed.

Shanghai	People	<ol style="list-style-type: none"> 1. Good verbal and written communication skills; 2. Strong analytical and problem solving abilities, attention to detail; 3. Ability to work independently and as part of a team, self-motivated; 4. Demonstrate confidentiality and strong work ethic in all tasks; 5. Proficient in Microsoft Office Suite. 	<ol style="list-style-type: none"> 1. Assist in organizing and coordinating employee engagement activities and training programs; 2. Support the People team in conducting research and analysis on HR trends and best practices; 3. Collaborate with other departments to support cross-functional projects and initiatives.
Shanghai	Cargo	<ol style="list-style-type: none"> 1. Catch up new knowledge quickly; 2. Proficient in organizing guidelines and manuals; 3. Creative and passionate in organizing activities; 4. Good interpersonal skills; 5. Strong analytical and summarizing skills; 6. Proficient in both written and spoken English and Mandarin/Putonghua. 	<ol style="list-style-type: none"> 1. Assist in organizing Cathay Cargo Day and staff engagement activities; 2. Create promotional materials for South American product to increase its visibility and sales; 3. Update and fine-tune C&S User Guide to include the new functions that were released after the guide was published; 4. Prepare an SOP in Chinese for the mail as cargo project/courier scanning by understanding the project requirements and collaborating with the relevant teams; 5. Analyze the tie-down flow from the inbound customer and provide support to ensure that the process is efficient and effective.
Shanghai	Trade Sales & Sales Operations	<ol style="list-style-type: none"> 1. Good verbal and written communication ability; 2. Research, analytical and presentation skills; 3. Digital acumen (ability to independently explore new solutions); 4. Cultural adaptability; 5. Attention to details. 	<ol style="list-style-type: none"> 1. Trade Sales <ul style="list-style-type: none"> - PESTEL (Political / Economic / Social / Technical / Environment / Legal) for external trends analysis, its impact on CX and propose suggestions; - Creative and effective engagement with trade partner 2. Sales Operation <ul style="list-style-type: none"> - Study the channel of direct sales (offline), including purchasing habit, preference, nature of those customers and how to reach them 3. Generative AI exploration <ul style="list-style-type: none"> - Explore how generative AI solutions can be leveraged to assist research, analysis, and creative production
Shanghai	Customer Relationship & Retail	<ol style="list-style-type: none"> 1. Logical thinking way and analyze capability; 2. Data collection and handling; 3. Sense of commercial opportunities and information; 4. Good understand lifestyle pillars and relationship across different industries; 5. Quick learner & good team player; 6. Good communication skills in both Mandarin/Putonghua & English, oral & written. 	<p>Market survey – Chinese Mainland BD support:</p> <ol style="list-style-type: none"> 1. Study on local lifestyle competitors in Chinese Mainland market; 2. Cobrand & cooperation with banks, including product, campaign and benefits/ rewards; 3. Cooperation with other pillars, collect merchant list and campaign practice; 4. Market and consumer trend on product sales, especially on Douyin and Mini Programme.
Chengdu	Airport and Cargo	<ol style="list-style-type: none"> 1. Passion for aviation and an interest in working in the Chinese Mainland; 2. Strong problem-solving and interpersonal skills; 3. Proficiency in Word, Excel, PowerPoint; video editing skills are a plus; 4. Excellent command of written and spoken English, and working-level proficiency in Mandarin/Putonghua. 	<ol style="list-style-type: none"> 1. Provide support for cargo and airport operation duties, including handling customers' enquiries, serving as a Cathay ambassador, and support engagement activities; 2. Review existing operational procedures and initiate improvements. Contribute innovations and new ideas to leverage the latest technology as an enabler for business improvement; 3. Support the Area Manager in internal communications and engagement activities; provide administrative support for strategic engagement with external stakeholders.
Zhengzhou	Airport and Cargo	<ol style="list-style-type: none"> 1. Strong communication and interpersonal skills; 2. Good level of PC literacy in Word, Excel and PowerPoint; 3. Proficient in both written and spoken English and Mandarin/Putonghua. 	<ol style="list-style-type: none"> 1. Assist in airport services, cargo services and sales department, to gain the knowledge of airport and cargo operations; 2. Collaborate with the Cargo Manager to gain insight into various cargo systems and design a user-friendly report to improve the digital experience; 3. Work with Airport Operations Manager to improve check-in process and ground handling experience.
Xiamen	Trade Sales and Airport	<ol style="list-style-type: none"> 1. Strong communication and interpersonal skills 2. Good level of PC literacy in Word, Excel and PowerPoint 	<ol style="list-style-type: none"> 1. Conduct an in-depth analysis of Hong Kong consumer purchasing channels and habits; 2. Perform a comprehensive analysis of Xiamen airport performance metrics.
Hangzhou	Cargo	<ol style="list-style-type: none"> 1. Detail-oriented with good organizational skills, ensuring accurate and timely completion of tasks; 2. Proactive and self-motivated, with a willingness to learn and take on new knowledge; 3. Proficient in Microsoft Office. Being tech-savvy, with the ability to digitalise any conventional way of working to make it more efficient with less manual effort. 4. Good analytical and problem-solving skills, with the ability to effectively communicate insights and recommendations; 5. Strong teamwork and communication skills to collaborate effectively with team members and stakeholders. 6. Proficient in both written and spoken English and Mandarin/Putonghua. 	<ol style="list-style-type: none"> 1. Learn and familiarize with the basics of airline cargo operations, including documentation, handling procedures, and industry regulations; 2. Support the team in their daily tasks, such as processing cargo bookings and coordinating with various stakeholders; 3. Assist in summarizing and analyzing cargo team performance data, identifying areas for improvement, and proposing actionable solutions; 4. Collaborate with team members to develop and execute a Lean project focused on streamlining processes and automating manual work using Microsoft or other available tools; 5. Actively participate in team meetings, training sessions, and knowledge-sharing activities to enhance your understanding of cargo operations.
Shenzhen	Intermodal	<ol style="list-style-type: none"> 1. Excellent communication and interpersonal skills; 2. Demonstrate good business acumen and strong numerical skills; 3. Proficient in both written and spoken English and Mandarin/Putonghua. 	<ol style="list-style-type: none"> 1. Collaborate with both internal and external parties to facilitate the business case development and negotiation of Air+Rail intermodal; 2. Support to ensure a successful launch of new Air+Land shopping platform; 3. Design and execute tactical campaigns to cultivate new customer behaviour and promote intermodal transit usage.

Shenzhen	Customer Relationship & Retail	<ol style="list-style-type: none"> 1. Logical thinking way and analyze capability; 2. Data collection and handling; 3. Sense of commercial opportunities and information; 4. Good understand lifestyle pillars and relationship across different industries; 5. Quick learner & good team player; 6. Good communication skills in both Mandarin/Putonghua & English, oral & written. 	<ol style="list-style-type: none"> 1. Study on local lifestyle competitors in GBA market; 2. Cooperation with other pillars, collect merchant list and campaign practice; 3. Market research on the latest cross-border consumer trends; 4. Market and consumer trend on product sales, especially on Douyin and Mini Programme.
Guangzhou	Customer Travel	<ol style="list-style-type: none"> 1. Strong analytical and logical thinking skills; 2. Demonstrate strong business acumen and the ability to identify commercial opportunities; 3. Excellent communication and interpersonal skills; 4. Proficient in both written and spoken English and Mandarin/Putonghua. 	<ol style="list-style-type: none"> 1. Conduct market research and study on GBA travel segments; 2. Identify potential partners on high-yield segments and give recommendations on developing the segments; 3. Joint sales call with trade sales team members to the potential partners and make proposals of how to develop the target segments; 4. Prepare a deck and present the study result and give constructive suggestions on developing high-yield segments in GBA.



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Xiamen	Accounting	<ul style="list-style-type: none"> •Accounting/Economic related majors are preferred. •Excellent skills in MS Excel, PowerPoint •English proficiency in speaking and writing •Good communication skills 	<ul style="list-style-type: none"> •Support on 2025 budget exercise (e.g. operating expense review, CAPEX review, etc.) and identify opportunities for further improvement. •New ERP (ECHO II) project support (e.g. ERP English version translation review, assist in system manual preparation) •Center of Excellence (COE) project support •Voucher filing
Xiamen	Commercial	<ul style="list-style-type: none"> •Good command of English, finance and marketing background is preferred 	<ul style="list-style-type: none"> •Commercial and business-related document processing including but not limited to contract quotation preparation, billing processing, etc.
Xiamen	Procurement	<ul style="list-style-type: none"> •Fluent in mandarin and English(Listening, speaking, writing) •Familiar with Office Software such as word, excel, PPT, etc. •Open-minded with good communication skills and can work with various styles of people. •Previous internship experience is preferred. 	<ul style="list-style-type: none"> •Quotation form standardization. •Spend data analysis. •Analysis of vendors with RFQ inputs periodically. •Participate in tendering exercises with support from senior staff.
Xiamen	General Service	<ul style="list-style-type: none"> •Data analyst 	<ul style="list-style-type: none"> •Mainly assisting with New Airport Movement Preparation for accommodation, transportation marketing acknowledge



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Chongqing	Business Intelligence and Information System	<ul style="list-style-type: none"> ·具有一定的统计学、数据挖掘知识基础，有数据仓库/商业智能项目经验尤佳； ·信息化管理、数学或统计学专业背景本科以上学历； ·精通数据挖掘方法论，熟悉数据挖掘项目过程； ·具备python、r等使用开源平台开发算法的经验； 	<ul style="list-style-type: none"> ·根据要求完成数据搜集和数据处理； ·能够快速根据需要学习并理解行业知识，并能在项目经理指导下完成部分数据分析工作； ·跟踪并分析用户行为，为公司业务的发展和产品的追踪以及门店追踪进行数据支持等。



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Shanghai	Contemporary Lifestyle - E-Commerce & Product	Support EC Manager/Product Manager in online operation and product preparation	<ul style="list-style-type: none"> • preparation of new product materials • Products launch on online platforms • XHS/website online sales support • Support for live streaming on T-Mall/XHS platforms • FW24 Market fashion trend collection • Daily sales data processing • Strong statistical and analytical skills