**Intern Assistant to VP of Asia |Hong Kong**

**Who is the CareVoice**

Founded in 2014 in Shanghai, The CareVoice is a health InsurTech company transforming healthcare experience to be more consumer-centric. We bring unique mobile-based and data-driven SaaS solutions that digitalize healthcare and insurance journey with consumers’ interest first.

The CareVoice has received several awards in China such as semi-finalist at MetLife insurtech competition involving 150+ startups across the globe, best foreign start-up from TechCrunch China, and others.

After graduating from Chinaccelerator - #1 accelerator in China – in 2017, The CareVoice closed over 2 million-dollar investment round in December 2017. The round has been co-led by two China- and US-based VC, Haitao Capital and SOSV, and involved local Chinese and Southeast Asian healthcare investors. The funds will be used to fuel the company insurance business lines, accelerate technology development, consolidate its China leading presence and open a first Southeast Asian market. More recently, we’ve just been selected to join Ping’an 1st FinTech Accelerator for 3 months program, which started in June 2018 powered by Sparklabs Group, a leading network of accelerators and venture capital funds.

**The Unique Opportunity**

Due to continuing business success and company expansion plans, TCV is seeking internship opportunity to outstanding candidates who will be able to support the VP of Asia across various verticals such as Business Development, Product and Strategy Development, Investor Relations, Marketing, Media Relations. You will be located in Hong Kong reporting directly to the VP of Asia.

**Job Description**

* Business Development - 1/ support business development activities; 2/ prepare presentations; 3/ participate in contract and vendor discussions and negotiations
* Product and Strategy Development - 1/ support product and IT strategies and roadmap in Hong Kong and South East Asia; 2/ Interact and project manage functional support team located in China; 3/assist in development of Health and Digital Content; 4/assist in doctor and hospital research and partnership engagements
* Investor Relations - 1/ participate in meetings and relationship management; 3/ prepare meeting presentations and follow up action items
* Marketing – 1/ review and prepare marketing material and activities (internal and external); 2/participate in internal and client meetings for marketing strategy and roadmap; 3/assist in project management of implementation of marketing roadmaps
* Management - support / track management priorities and plans across teams
* Media - support engaging with relevant media and preparing of external company communications

**Knowledge & Experience**

* Completed University Degree or in 3rd or last year of Degree in Business, IT, Media, or Marketing
* Analytical skills, ability to conduct detailed business analysis and research, create clear reports
* Think critically about potential solutions, and participate in team discussions
* Business requirement – research, analysis, marketing and strategy development experience
* Strong business acumen
* Strong computer skills -technical proficiencies in PowerPoint, Excel and Word
* Excellent verbal and written communication skills
* Cantonese proficiency is a plus
* A methodical approach, combined with creativity and determination – innovation driven

**Remuneration Package**

Hong Kong Intern salary based on experience and duration. Flexible work arrangement can be discussed.

**Starting day**August 2018

**If you areinterested in this position please submit your resume via email at** [jobs@thecarevoice.com](mailto:jobs@thecarevoice.com)