



Title of Position: Corporate Relations Representative
Hiring Manager: Deputy Director, Corporate Relations
Recruiter: Support Functions Generalist, Human Resources
Date Posted: March 16, 2011
Send Application to: hr@utchinese.org

UTChinese Magazine is a leading not-for-profit Chinese student organization in Canada. Founded in Summer 2006 and based at the University of Toronto, our Mission is “to build the best platform for students to interact and to express themselves in relation to ideas, arts and culture, as well as to create the best value for their lives, their academic endeavors and their future careers”.

We are searching for enthusiastic, energetic, bold and decisive team players as Corporate Relations Representatives to our Corporate Relations function of Public Relations Department. The objective of this exciting and rewarding role is to establish and maintain good relationships with corporations, for-profit or not-for-profit. The estimated work load is eight (8) hours per week.

Main Responsibilities

- Seek, establish and maintain mutually beneficial partnerships with corporations
- Participate in the operations of UTChinese Career 101: Internship Opportunity Initiative
- Seek internship / co-op opportunities for UTChinese team members
- Participate in *ad hoc* requests supporting departmental and organizational activities

Requirements

- Innovative, detail-oriented self-starter with the ability to work independently and be proactive
- Proficiency in English
- Solid verbal and written communication skills with preference given to individuals with business communication experience
- Strong interpersonal, time management and organizational skills
- Strong analytical and problem-solving skills
- Demonstrated professionalism
- Experience in business negotiation is a strong asset
- Proficiency in written and spoken Chinese (Mandarin or Cantonese) is a strong asset
- Creativity is a strong asset
- Experience in marketing is an asset
- Demonstrated ability to manage confidentiality