



Summer Internship 2024

Responsibilities:

- Provide administrative and operational support to assigned department(s) by rotation
- Ensure all deliverables are furnished in time with company standards
- Uphold professional services to internal and external customers at all times
- Collaborate with team members to achieve departmental goals and objectives
- Gain industrial knowledge, skills & experience through the internship programme to widen horizons
- Perform any ad-hoc assignments as required

Requirements:

- F.6 or above
- Part-time work experience is an advantage
- Good communication and interpersonal skills, well-organized, fast-paced and flexible at work
- A team player with proactive, detail and result oriented mindset, fast learner, able to work independently
- Proficient in MS Office including Word, Excel, PowerPoint and Chinese Word Processing
- Good command of written and spoken English and Chinese, and Mandarin is a plus