1. **Management Trainee - Project Assistant**
   - To prepare written documents in English.
   - To assist project development.
   - To search for supplies.

   **Qualification:**
   - Bachelor’s degree in English or environmental related subject.
   - Outstanding English writing ability.
   - Professional in the application of common business software (including MS Word, Excel and PowerPoint) as well as Chinese and English word processing.
   - Self-driven working ability.
   - Outstanding communication and interpersonal skills.

2. **Management Assistant – Engineering**
   - To act as assistant to the Chief Engineer.
   - To liaise with civil engineering contractors.

   **Qualification**
   - Bachelor’s degree in an engineering subject.
   - Ability to prepare engineering drawings.
   - Professional in the application of common engineering software, business software (including MS Word, Excel and PowerPoint) as well as Chinese and English word processing.
   - Self-driven working ability.

3. **Management Trainee – Marketing and Promotion**
   - To propose and implement marketing and promotion plan.

   **Qualification**
   - Bachelor’s degree in business administration, marketing, language studies or relevant disciplines.
   - Outstanding Chinese and English writing ability. Other foreign languages and dialects preferred.
   - Professional in the application of common business software (including MS Word, Excel and PowerPoint) as well as Chinese and English word processing.
   - Self-driven working ability.
   - Outstanding communication and interpersonal skills.
4. **Management Trainee – Business Administration**
   - To prepare company administration procedures.
   - To prepare working manual.
   - To prepare control forms.

**Qualification**
- Bachelor’s degree in business administration, language studies or relevant disciplines.
- Outstanding Chinese and English writing ability. Other foreign languages and dialects preferred.
- Professional in the application of common business common software (including MS Word, Excel and PowerPoint) as well as Chinese and English word processing.
- Self-driven working ability.
- Outstanding communication and interpersonal skills.

**Salary:**
HK$12,000 per month with increment after satisfaction probation.

**Application**
Please send CV together with 2 schoolwork assignments to info@zhenhua.com.hk