

Summer internship - 2024

Department	Number of position	Key duties / projects	Required skills	Period of Internship	Monthly Salary	Number of Working Days Per Week	Work District
Project & Maintenance Department	1	1. Cooperation with Project teams 2. To participate & assist in E&M design in particular project	1. Familiar in AutoCAD 2. Studying in Building Services Engineering	From June to September (59 days)	\$3,000 for the whole internship (under "Work Experience Students" Scheme)	5 days	Quarry Bay/ Fo Tan
Logistics Department	2	Handle logistics documents and involve inventory management project	1. Knowledge in ERP is preferred 2. Good interpersonal & communication skills; 3. Well organized and good time management 4. MS Office application (Excel, Word, Powerpoint); 5. Prefer one from IT background				Fo Tan
Quality Assurance Department (Central Production Department)	2	QA related task, it requires to take sample from restaurant.	1. MS Office application (Excel, Word, Powerpoint);				Fo Tan
IT Department	2	1. Assist with various IT tasks and projects. 2. Collaborate with the team on IT initiatives. 3. Assist in ad hoc tasks or projects as assigned	1. Basic knowledge of computer systems and software. 2. Strong problem-solving and teamwork skills. 3. Eagerness to learn and contribute to IT projects.				Fo Tan
Customer Services & Administration Department	1	Provide a wide range of clerical support to Customer Services & Administration Department, including but not limited to market research, customer satisfaction survey, analysis reporting, business insurance & license handling and so on .	1. Good interpersonal & communication skills; 2. MS Office application (Excel, Word, Powerpoint);				Quarry Bay
HR Department	1	Provide a wide range of clerical support to daily HR routines, including but not limited to recruitment, C&B, staff engagement, HR system and training.	1. Good interpersonal & communication skills; 2. Willing to learn & eager to develop in HR field; 3. MS Office application (Excel, Word, Powerpoint); 4. Good command in Chinese and English				Quarry Bay
Purchasing Department	1	1. Bidding + Contract preparations 2. Assist with Reporting Data/Trends Analyses 3. Store inspections	1. Excel/Powerpoint skills 2. Previous experience (temp) working with F&B outlets would be good				Fo Tan
Marketing Department	2	1. Provide marketing support and admin work; 2. Conduct market research and competitor Analysis about market trends; 3. Assist in market data collection and compilation; 4. Communicate with Designer and store on marketing campaigns 5. Develop multimedia and digital content, including graphics, videos, animations for websites, social media platforms, advertising material 6. Assist in ad hoc tasks or projects as assigned	1. Proficiency in MS Office 2. Good written/spoken in English and Chinese 3. Creative, independent, presentable and self-motivated and work independently 4. Knowledgeable in Photoshop and AI Video editing will be in advantage				Quarry Bay/ Fo Tan
Branding Department	1	1. Assist in O2O business (Online <-> Offline selling); 2. Support application development & delivery platform analysis; 3. Conduct market research about market trends	1. Knowledge of digital marketing & E-commerce 2. Well organized and good time management; 3. MS Office application (Excel, Word, Powerpoint);				Fo Tan
Business Development Department	1	1. Conduct market research to identify potential opportunities and gather insights for business growth. 2. Assist in sales activities. 3. Support the team in creating and reviewing various documents, such as proposals, contracts, and presentations.	1. Knowledge of Business Development 2. Well organized and good time management; 3. MS Office application (Excel, Word, Powerpoint); 4. Strong in data analysis				Fo Tan
Finance Department (Accounting Team)	1	1. Assist in clearance of long outstanding balance sheet items 2. Assist in checking G/L, AP & AR transactions 3. Assist in amendment of policy / draft memo	1. Microsoft Office suite (Excel, Word and PowerPoint) 2. Chinese Word processing				Quarry Bay
Finance Department (Audit & Tax)	1	1. Assist in interim audit preparation 2. Assist in audited financial statements review and tax filing 3. Documents filing and other administrative works	1. Microsoft Office suite (Excel, Word and PowerPoint) 2. Chinese Word processing				Quarry Bay
Finance Department (Finance Reporting)	1	1. Data compilation for finance operation and reporting 2. Conduct market research 3. Documents filing and other administrative works 4. Ad hoc duties	1. Microsoft Office suite (Excel, Word and PowerPoint) 2. Chinese Word processing				Quarry Bay
Finance Department (Financial Analysis)	1	1. Assisting in the preparation of PPTs for management presentation 2. Supporting pre-system implementation work, including data input into the new system 3. Assisting in User Acceptance Testing for financial projects	1. Proficiency in Microsoft Office 2. Chinese Word processing 3. Highly motivated				Quarry Bay
Finance Department (Company Secretarial)	1	1. Tidy up original contracts, company secretarial and accounting files and related documents 2. Assist in projects and improvements	1. Good in English and Chinese language 2. Organised and systematic 3. Attentive to details 4. Interested in company secretarial / accounting fields				Quarry Bay
Training Department	1	- Prepare training materials and video shooting; - Support training activities and maintain training records	1. Proactive & willing to learn 2. Creative and familiar with filming techniques & post-production tools.	Fo Tan			
Chairman's Office	2	- Analyze data from various sources. - Create reports and visualizations. - Identify trends and insights.	1. Currently pursuing a degree in Data Science, Statistics, or a related field (Year 2-3). 2. Strong analytical and problem-solving skills.	Quarry Bay/ Fo Tan			