## Job Title: Summer Intern

<table>
<thead>
<tr>
<th>Department</th>
<th>No. of intern places</th>
<th>Main job duties</th>
<th>Specific Requirements (if any) e.g. area of study / skill / language</th>
<th>Work Location</th>
</tr>
</thead>
</table>
| Human Resources & Administration Department (Organization & Employee Development) | 1                    | - Conduct searching or benchmarking on Organization & Employee Development  
- Provide consultative services on the ongoing assessment of Organization & Employee Development Team of HRA Department (such as, training programme and service culture)  
- Perform general administration duties, include as enter training record, training certificate | - Undergraduate student pursuing bachelor’s degree in related field  
- Passionate to build a career in aviation industry after graduation and have a service mind-set  
- Energetic, fast learner, proactive yet detail-oriented  
- Good command of written and spoken Cantonese, English and Mandarin  
- Proficient in computer applications including Word, Outlook, PowerPoint, Excel and Chinese word processing | Same address as Company office |
| Human Resources & Administration Department (Performance & Reward) | 1                    | - Research on market information of compensation and benefits aspects  
- Assist in administration work for Performance & Reward projects | - Ditto - | Same address as Company office |
| Human Resources & Administration Department (Talent Acquisition) | 1                    | - Assist in Talent Acquisition function, such as organizing employer brand building events, job fairs, career talks  
- Assist in program administration of Internship & Management Trainee Program | - Ditto - | Same address as Company office |
| Service Delivery Department                      | 2                    | - Assist the Service Delivery Department for its daily operations and understand its operation  
- Responsible for short-term projects of Inflight Service or Ground Service team | - Ditto - | Airport Freight Forwarding Centre, Chek Lap Kok. |
| Engineering & Maintenance Department              | 1                    | - Assist the Technical Service Team of E&M Department for its daily operations and understand its operation  
- Support A320/A330 FTM Self-handle  
- Collect evaluation forms for AD/SB of A320/A330; archive and ensure all evaluation forms and related EO are available in MIS system | - Ditto - | Same address as Company office & Airport |
| Engineering & Maintenance Department              | 1                    | - Assist the Production Planning & Control Team of E&M Department for its daily operations and understand its operation  
- Support AMS, C Check and NRC input | - Ditto - | Same address as Company office & Airport |
<p>| Engineering                                      | 1                    | - Assist the Maintenance Team of E&amp;M | - Ditto - | Same address as |</p>
<table>
<thead>
<tr>
<th>Department</th>
<th>Responsibilities</th>
<th>Location</th>
</tr>
</thead>
</table>
| & Maintenance Department    | Department for its daily operations and understand its operation  
• Assist in maintenance data analysis and maintenance support functions                                                | Company office & Airport                      |
| Flight Operations Department| 2  
• Assist the Flight Operations Department for its daily operations and understand its operation, including Administration, Pilot Recruitment and Pilot Training Team  
• Perform general administration duties, include but not limited to maintaining training record and preparation for new rostering system | Same address as Company office                |
| Commercial Department       | 1  
• Coordinate operational needs and support daily operations with external partners  
• Assist with the execution of tactical campaigns, special promotions and marketing activities  
• Manage marketing content in social media platform  
• Prepare reports for monitoring of operations, earn and redemptions, strategy and planning | Same address as Company office                |
| Flight Operations Department| 2  
• Assist the Flight Operations Department for its daily operations and understand its operation, including Administration, Pilot Recruitment and Pilot Training Team  
• Perform general administration duties, include but not limited to maintaining training record and preparation for new rostering system | Same address as Company office                |
| Commercial Department       | 1  
• Analyse the product features, market needs, sales data, consumer behaviour and the competitive environment of each of the products, including new routes and new products  
• Assist with the communication concept development, copywriting, production support and media placement of product  
• Provide reports on campaign, product and route business performance  
• Assist in manage and optimize Digital Marketing Campaigns  
• Consolidate most up-to-date market trend and tactics                                                                 | Same address as Company office                |
| Commercial Department       | 1  
• Assist the E-commerce Team for its daily operations and understand its operation  
• Manage the CMS system, market scan, conduct UAT Testing  
• Prepare sales report  
• Assist in communication with OTAs                                                                                           | Same address as Company office                |
| Commercial Department       | 1  
• Assist the Procurement Department for its daily operations and understand its operation, including Cost and Quality Control and Material Operations Team  
• Assist in invoice handling, documentation and record management  
• Assist in annual stock take exercise                                                                                         | Kowloon Commerce Centre, Kwai Chung or Tsuen Wan Office |
| Branding and                | 1  
• Assist the Communications Team and Branding                                                                                                      | Kowloon                                      |
<table>
<thead>
<tr>
<th>Department</th>
<th>Role</th>
<th>Summary</th>
<th>Location</th>
</tr>
</thead>
</table>
| Customer Experience Department (Communications Team and Branding) | & Social Media Team of BCE Department for its daily operations and understand its operation | - Assist in the planning, implementation of brand activities (social media activities)  
- Exposure in press release writing, CSR and media event support | Commerce Centre, Kwai Chung |
| Branding and Customer Experience Department (Customer Experience) | 1 | - Assist the team to conduct customer experience projects and will be coached to champion project tasks  
- Organize and attend campaigns and events in the relation of customer experience  
- Act as a single point for the coordination of passenger surveys | - Ditto - |
| Finance Department | 2 | - Assist the Finance Department for its daily operations and understand its operation  
- Routine accounting work such as bank reconciliation, data input and analysis, fixed assets register control, voucher checking and filing, etc. | - Ditto - |
| Information Technology Department | 4 | - Assist the IT Department for its daily operations and understand its operation, including Development & Testing, IT Service and Project Management Team  
- Assist in development and testing of office automation tools and deskside support automation, prepare testing plan and conduct testing  
- Clean up PMO process document and governing progress of various projects | - Ditto - |

Period of Employment: July to August 2018 (Total: 8 weeks)  
Monthly Allowance: HK$8,000 per month  
Application Method: [https://goo.gl/forms/UDFa1qxVI8IrIlf372](https://goo.gl/forms/UDFa1qxVI8IrIlf372)  
Application Deadline: 22 April 2018

**Note to students:**  
Information of this announcement is for student’s general reference only, and is subject to change at any time without prior notice. Career and Leadership Centre is not responsible for the content provided by any external organizer, nor is it accountable for any claims associated with the use of, access to, interaction with their products and services.