

AustCham Intern Program: Featured Internship Openings

Company	Website	Company Overview	Job Description	Who Should Apply & Intern Requirements
Advance	www.advance.org	<p>Advance is the leading network of global Australians and alumni worldwide; we connect global Australians to move the country forward.</p> <p>The many millions of Australians who have, do, or will live outside of the country represent an incredible, unique and largely untapped national resource.</p> <p>Our mission is to engage, connect and empower leading global Australians and Alumni; to reinvest new skills, talents and opportunities into Australia.</p> <p>Advance forges connections with the one million individuals that make up the Australian Diaspora, and the two million alumni of Australian Universities. Advance draws on their unique experiences and networks to increase opportunities for Australians and Australian companies around the world.</p> <p>In Asia Pacific, Advance engages with members from Japan to Indonesia, with a focus on Beijing, Shanghai, Hong Kong, Singapore, Jakarta and Tokyo.</p>	<p>Advance seeks a dynamic, bilingual self-starter to assist Marketing, Communications and Events Intern in Asia. The Marketing, Communications and Events Intern will report to the Asia Director, and work closely with the Global Manager, Marketing and Communications, and Manager Online Engagement.</p> <p>Advance in Asia is focused on raising awareness of Advance, increasing engagement of its members and working on service solutions to issues relevant to Australian diaspora and alumni of Australian universities.</p> <p>Responsibilities include:</p> <ul style="list-style-type: none"> - Develop and manage content, marketing and media - Plan and manage events - Manage partnerships - Manage member records 	<p>Candidates should possess the following:</p> <ul style="list-style-type: none"> - Completed or working toward a university degree, preferably in a related field (e.g. Marketing/Communications, or Public Relations) - Bilingual: English and Chinese (Mandarin) preferred - Firm grasp of available tools and platforms in the social media space, especially WeChat - Previous internship or related experience in marketing or communications is a plus - Must be computer literate (working knowledge of word processing, PowerPoint, Excel). InDesign and Photoshop highly desired. Knowledge of HTML and graphic design a plus. Knowledge of Salesforce or other CRM a plus. - An effective communicator, both written and oral - Ability to communicate in a professional manner with press and community contacts - Self-motivated, good organizational skills, detail-oriented, ability to prioritize, multi-task and meet deadlines - Experience with/or interest in working with global, talent-focused not-for-profit organisation.
Ambition	https://www.ambition.com.hk/	<p>Ambition was founded in Australia in 1999 with a belief that whilst we didn't want to reinvent the wheel, we did feel that there was a tremendous opportunity to carve a niche of our own in the recruitment market and build a special organisation.</p> <p>Now we are a leading global boutique recruitment business servicing specialist markets in key international cities; London, Kuala Lumpur, Hong Kong, Singapore, Sydney, Brisbane, and Melbourne.</p> <p>We are experts in Technology, Banking & Financial Services, and Finance recruitment.</p> <p>We are known for specialisation with in-depth knowledge and expertise, well - established networks and deep relationships. We have the scale to undertake significant projects for the organisations we work for yet deliver personal customer experience with the soul and personality of a smaller company.</p> <p>Our mission is to be the leading global boutique recruitment firm</p>	<p>We are seeking interns to assist with our Commercial and Recruiting teams:</p> <ol style="list-style-type: none"> 1) Commercial/Operational Finance – provide analysis / review of Asia clients, identify under-performing accounts, provide financial & administrative support to HK team on payroll, invoicing, ad-hoc projects 2) Recruitment – assist teams with candidate sourcing, client and candidate research, updating of database records & basic data entry, co-ordination of meetings, ad-hoc projects 	<p>We seek candidates from a wide range of backgrounds and expertise. If you are interested in working with a firm with Australian roots and are motivated to learn, engage with our team and help our clients, then we are interested in speaking with you.</p>
Arcadis	https://www.arcadis.com/en/asia/hong-kong-and-macau/	<p>Arcadis is a global natural and built asset design and consultancy firm working in partnership with clients to deliver sustainable outcomes that help to improve the quality of life. Through the work that we do, we are helping our clients to address the toughest challenges within the built and natural environments, delivering value for them and the communities and cities that we live in.</p> <p>Throughout the globe we employ more than 27,000 consultants in over 70 countries and deliver US\$3.4 billion in revenue. Within the Asia region we have access to over 5000 people based in more than 50 offices and enjoy a successful history dating back more than 80 years.</p>	<p>Project Management: To support the Hong Kong Project Management team in all aspects of project management which may include safety management, project planning, design management, procurement, scheduling, cost control, contractor coordination and delivery.</p> <p>Built Asset Advice: To support the Hong Kong Business Advisory team in all aspects of built asset advice which may include property inspections, condition surveys, due diligence reports, feasibility studies, project scheduling, cost control, and lifecycle planning. The candidate will be expected to demonstrate strong interpersonal skills, building pathology with an eye for detail, a passion for working in a diverse team and a desire for continual improvement in all aspects of their work.</p> <p>Strategic Workforce Planning: To support Strategic Workforce planning team in role based resource planning driving billability, utilization and career guidance</p>	<p>Arcadis's range of services allows us to accept interns from a range of backgrounds and expertise, particularly focused on natural and built environments. Interns with a good work ethic and desire to learn through action-based application of skills will succeed in an Arcadis internship. Additionally, good communication and interpersonal skills, and a good command of the MS Office Suite is desired. Verbal Mandarin/Cantonese is highly beneficial but not essential.</p> <p>Project Management: Degrees: Architecture, Construction Management, Project Management, Surveying and related disciplines</p> <p>Built Asset Advice: Degrees: Architecture, Building Surveying and related disciplines</p> <p>Strategic Workforce Planning: Degrees: HR, Specializing in Strategic Workforce Planning or Recruitment</p>
A-Stars Advisors	https://www.a-starsadvisors.com/	<p>A-STARS removes the risk and cost of entering a foreign market. Our internationally renowned sales team will deliver an end-to-end process that handles all the complications of generating a pipeline whilst ensuring execution. This positions our vendors to focus on dynamic growth potential and product development rather than establishing a market presence.</p>	<p>Interns will have exposure to all aspects of consulting delivery, projects management, sales, support and administration.</p>	<p>We are looking for Commerce and Computer Science students who also possess excellent English communication skills.</p> <p>Technical: Computer and technology savvy, marketing and sales skills Desired: Excellent organisational skills and attention to detail</p>
Benoy	https://www.benoy.com/	<p>Benoy is a global family of design specialists committed to delivering world-class solutions for the built environment. Balancing creative vision with commercial viability, we work with clients to create iconic destinations that enrich people's lives, strengthen communities, enhance nature, and deliver lasting economic value.</p>	<p>Interns will have the opportunity to work with leading architects and interior designers on major developments throughout Asia.</p>	<p>We are looking for students studying in the field of Architectural design to partake in a dynamic internship experience.</p> <p>Degrees: Architecture, Interior Design, Graphic Design, or related fields Desired: Graphic design</p>
Colliers	http://www.colliers.com/en-gb/hongkong	<p>In Hong Kong, we are the trusted partner when it comes to providing the right expertise in real estate. Our goal is to create a memorable experience for our clients and we do that by drawing on years of direct experience in the local market. From Hong Kong property search and selection, to project management and valuation and appraisal, we provide creative solutions to even your most complex requirements.</p> <p>As Hong Kong's leading real estate agency, the company offers integrated and creative business solutions to the clients. Our wealth of in-depth knowledge, management experience and excellent service translate into strong partnership with clients across all industry sectors.</p>	<p>We welcome any individual who is interested in becoming part of Hong Kong's dynamic real estate industry. The selected intern will gain valuable practical experience alongside a range of leaders and teams.</p>	<p>The selected interns must have excellent English written and verbal communication skills and word processing mastery. You will work alongside a range of members so be ready to learn.</p>
Creedon Technologies	http://www.creedontechnologies.com/	<p>Established in 2007 and headquartered in the U.K, Creedon Technologies is an innovative technology company with offices in U.S, Canada, China and Philippines. As the parent company to Nixplay and Nixplay Signage, our mission is to continuously bring unique and innovative products and services to market.</p>	<p>We are looking for interns to work in several teams:</p> <ul style="list-style-type: none"> - Business Development - Software Developers - Business Analyst 	<p>Business Development: Working alongside our CEO & Managing Director, you will assist in preparing business research & analysis. We are looking for entrepreneurial types comfortable dealing with a broad range of tasks and reporting directly to the executives running the business.</p> <p>Software Developers: Working on specific short-term projects alongside the HK development team. Technical: Knowledge of mobile app development (Android iOS) and Javascript</p> <p>Business Analyst: Working with our product team you will assist with the strategic planning for future product updates including data analysis and project management.</p>

Crossroads Foundation	https://www.crossroads.org.hk/	<p>Crossroads Foundation is a Hong Kong based non-profit organisation. Our goal is to connect people in a broken world. As our name suggests, we try to be a crossroads: bringing together those in need and those who can help. We do so in four ways.</p> <p>GLOBAL DISTRIBUTION: We are donated excellent quality goods by business and private donors. We distribute these to people in need, in Hong Kong and around the world.</p> <p>GLOBAL HAND: Global Hand is a match-making service which links for-profit and non-profit organisations who want to partner to help meet global need.</p> <p>GLOBAL X-PERIENCE: We offer simulation x-periences in which participants step, briefly, 'into the shoes' of people facing global challenges: war, poverty, HIV vulnerability, blindness, etc.</p> <p>GLOBAL HANDICRAFTS: Aid helps people today. An income helps them tomorrow. Global Handicrafts Marketplace sells goods from people in need within Hong Kong, and around the world, on a fair trade basis.</p>	<p>Our diverse range of operations will give interns insight to a range of different areas including shipping/logistics, HR/volunteer management, fair trade, design & technology, landscaping, engineering, accounting, refugee issues, education, ICT system, software engineering, PR, communications and videography.</p>	<p>We are seeking interns that are interested in understanding how an NGO operates. Preference for those that have skills associated with the areas we focus on:</p> <ul style="list-style-type: none"> - Shipping/logistics - HR/volunteer management - Fair trade - Design & technology - Engineering - Accounting - Refugee issues - Education - ICT system - Software engineering - PR & communications - Videography.
Ernst & Young	https://www.ey.com/	<p>At EY, we are committed to building a better working world — with increased trust and confidence in business, sustainable growth, development of talent in all its forms, and greater collaboration.</p> <p>We want to build a better working world through our own actions and by engaging with like-minded organizations and individuals. This is our purpose — and why we exist as an organization.</p> <p>Running through our organization is a strong sense of obligation to serve a number of different stakeholders who count on us to deliver quality and excellence in everything we do.</p> <p>We want to use our global reach and scale to convene the conversation about the challenges facing economies and the capital markets.</p> <p>When business works better, the world works better.</p>	<p>You will collect data, complete analyses, prepare presentations, and participate in meetings. Rest assured you'll also receive intensive training to help get you started, and extensive coaching from the advisors on your team along the way.</p>	<p>We are seeking undergraduates with a thirst for knowledge from a range of backgrounds. EY helps clients across a wide range of industries and therefore seeks individuals from different fields of study. We do require that interns are fluent in both English and Chinese.</p> <p><u>Language:</u> Fluent dual language: English/Chinese</p>
GPS Legal LLP	http://www.gpslegal.asia	<p>GPS McQuhae LLP is a progressive law firm dedicated to providing clients with strategic guidance, innovative solutions and greater certainty over costs. From its base in Hong Kong, GPS McQuhae LLP collaborates with clients in a range of practices and industries:</p> <ul style="list-style-type: none"> • Corporate & Commercial Transactions • Disputes – ADR, Litigation & International Arbitration • Energy & Infrastructure Projects • Intellectual Property 	<p>Participating in this internship will involve working in an environment where professionalism, responsiveness, creativeness, and teamwork are key skills. Interns will engage in legal research while working alongside lawyers representing clients on a large variety of legal matters. A legal internship provides a strong base and the ability to pursue employment opportunities outside of the legal profession in areas such as politics and business.</p>	<p>The company welcomes students of a wide range of backgrounds and expertise. Although it is not required, an under-graduate degree in law would be preferred.</p> <p><u>Desired:</u> Studying Law or related disciplines</p>
Hays	www.hays.com.hk	<p>Hays Hong Kong is one of the leading specialist recruitment companies in Hong Kong in recruiting qualified, professional and skilled people across a wide range of industries and professions. Hays has been in Hong Kong for over a decade and boasts a track record of success and growth.</p> <p>At Hays in Hong Kong, we operate across the private and public sector, dealing in permanent, temporary and contracting positions in the following specialisms: Accountancy & Finance, Banking & Financial Services, Construction, Digital Technology, Engineering, Finance Technology, Human Resources, Information Technology, Insurance, Legal, Life Sciences, Manufacturing & Operations, Marketing & Digital, Office Professionals, Property, Procurement, Supply Chain and Sales.</p>	<p>Our training team plays an integral part in our business success and we are keen to take on an Intern to work alongside our regional team in the design and development of engaging learning. You will get exposure to:</p> <ul style="list-style-type: none"> - Key stakeholders in our regional People & Culture team - Understanding the structure, timing and delivery of training programmes - Migrating existing content to a new online platform - Updating, creating and testing Asia-wide multimedia learning - Utilising a learning management system - Reviewing and redesigning training materials - Working closely with regional coordinators on projects 	<p>As a successful candidate, you will have:</p> <ul style="list-style-type: none"> - Interpersonal, organisational, and problem-solving skills - Strong sense of responsibility and self-motivation - Excellent customer service, a "can-do" attitude and acute attention to detail - Ability to work independently and produce deliverables in a timely manner - Openness and willingness to learn new technologies <p>Experience in using E-learning authoring software will be an advantage</p>
Hong Kong Rugby Union	http://www.hkrugby.com	<p>The HKRU is the governing body for rugby union in Hong Kong. Founded in 1952 and since 1988 an affiliate of World Rugby (formerly the International Rugby Board), the union organizes the world-renowned Cathay Pacific/HSBC Hong Kong Sevens as well as its own domestic leagues across all age groups, genders and standards of play.</p>	<p>Interns will spend their time under the Commercial Department during the Hong Kong Sevens period. They will assist the team in the preparations and execution of events and activities during that period, including, but not limited to, back of house and on site assistance.</p>	<p>Candidates applying must be of a commercial background in order to assist the Commercial Department of the organisation.</p> <p>Due to the large amount of public interaction during this period, fluency in English is essential, with additional advantages of having an ability to communicate in Cantonese. A candidate with a background in events operation/marketing is also desired.</p> <p><u>Degrees:</u> Commerce, Marketing, Sports Management or related disciplines <u>Technical:</u> Mastery of Microsoft Suite <u>Desired:</u> Cantonese language skills</p>
Hong Kong Trust Company	http://www.hongkongtrustco.com/home/en/	<p>The Hong Kong Trust Company Group provides professional trusteeship, fiduciary services, fund and private equity administration and a full range of corporate, financial and accounting services for individuals, family offices, intermediaries and corporations. Our structures and services provide support for trading, commercial and investment activities as well as the protection and management of international assets, wealth planning, estate management and tax structuring.</p>	<p>The Hong Kong Trust Company is seeking interns for two available positions:</p> <ol style="list-style-type: none"> 1) Accounting and Client Services role : Trust accounting, Client Due Diligence and Compliance checks, review and update compliance manuals, client database maintenance, create and produce reports, attend client meetings, action client requirements on structures. 2) Business Development and Marketing Assistant role: Assist in updating Marketing materials, attend client/prospect meetings, assist writing proposals, review website and work with service provider to update content, update corporate linked in profile. 	<p>Candidates must have comprehensive knowledge on Microsoft Office (Word, Excel, Access) and excellent communication and logical thought processes. We are seeking an enthusiastic person willing to roll their sleeves up and with a hunger for knowledge.</p> <p><u>Degrees:</u> Business, Finance, Accounting, Law <u>Desired Experience:</u> Accounting, marketing, business or legal skills <u>Desired Language:</u> Mandarin & Cantonese would be beneficial</p>
IHHK	www.incomm.com	<p>Innovation has been the foundation on which InComm has grown. With more than 246 domestic and international patents, our technology has helped form a new brand of commerce that includes gift cards, prepaid wireless products, reloadable debit cards, digital music downloads and various payment solutions.</p> <p>Our strong technology base has allowed InComm to grow from a single garage to an international company offering the industry's largest prepaid product suite in just over two decades. Instead of a single computer, we have more than 500,000 points of distribution, more than 1,000 brand partners and 2,300 employees globally.</p>	<p>Incomm is recruiting interns to work on a range of activities to help support the payment solutions, prepaid cards and gift cards business.</p> <p>There will also be opportunities to support product management and product launch teams, while also the chance to participate in new client engagement and visits.</p>	<p>Candidates studying degrees with a business or management focus are encourage to apply. We require all of our team, interns included, to have excellent communication, be energetic and passionate about the way they engage in their work.</p> <p><u>Degrees:</u> Any business related study</p>

KPMG	www.kpmg.com/cn	<p>KPMG China operates in 19 cities across China, with around 12,000 partners and staff. With a single management structure across all these offices, KPMG China can deploy experienced professionals efficiently, wherever our client is located.</p> <p>KPMG is a global network of professional services firms providing Audit, Tax and Advisory services. We operate in 154 countries and territories and have 200,000 people working in member firms around the world. The independent member firms of the KPMG network are affiliated with KPMG International Cooperative a Swiss entity. Each KPMG firm is a legally distinct and separate entity and describes itself as such.</p> <p>The Hong Kong office can trace its origins to 1945. This early commitment to the China market, together with an unwavering focus on quality, has been the foundation for accumulated industry experience, and is reflected in the Chinese member firm's appointment by some of China's most prestigious companies.</p>	<p>Joining KPMG means that you will become an integral part of a multi-disciplinary team to help our clients excel in the changing market environment.</p> <p>You will enjoy world class training and tailored career development to help fulfil your potential. You will also be motivated to learn new things every day and work with some of the best talent around the world.</p>	<p>We are seeking candidates from a range of backgrounds and experience to work in the Hong Kong and China markets. As such, you will need to either be fluent in Mandarin or Cantonese. We are recruiting for interns in China, Hong Kong and Macau offices.</p> <p>Required: Fluency in Cantonese (HK/Macau) or Mandarin (Mainland China). Proficient in English.</p> <p>Visas: Hong Kong: Right of abode (including working holiday visa) Mainland China: China nationals Macau: Macau citizens</p>
Leighton	www.leightonasia.com	<p>Leighton Asia, established in 1975, is a leading international construction company, delivering a portfolio of high-profile infrastructure projects throughout Asia. Our operations specialise in civil engineering and infrastructure, rail, roads and tunnels, as well as building works.</p>	<p>As part of the site management team, you will have exposure to the Hong Kong construction industry and learn how major infrastructure projects are delivered.</p> <p>This internship will allow you to apply your project management, engineering and building skills in a large team with global experience.</p>	<p>If you are an aspiring construction or engineering student with an interest in Asia, then this is an opportunity to see first-hand how construction is undertaken in Hong Kong.</p> <p>Degrees: Civil Engineering, Building, Construction or related disciplines</p>
Lynk Global	http://www.lynk.global	<p>Lynk was founded with a mission to democratize access to knowledge, by leveraging proprietary technology and employing high calibre people, from a diverse range of backgrounds. We are challenging the 'traditional' Expert network business model, to cultivate a community of users</p> <p>We connect world class experts to users seeking their knowledge, and insights. Whether users have a quick question, or need an extended engagement, we can find the right person to help</p> <p>Since 2015, Lynk has quickly grown to become a truly global network, with a multinational team based in Singapore, Hong Kong, New York, and Mumbai, serving clients across every timezone, in more than fourteen languages</p>	<p>As a global company, Lynk is a service provider for many of the top global consulting firms, Hedge Funds and PE firms. Interns talking part in this programme will experience end-to-end project delivery on Client Solutions Projects, including client communication, recruiting experts, expert bio writing and pitching, expert and client management and research on topics.</p> <p>Limited internships are also available in product, marketing, HR and Operations.</p>	<p>We seek candidates who are intellectually curious students, have confidence in their decisions, and strive to make a difference.</p> <p>Additionally, due to the international nature of our firm, we are seeking a diverse workforce with the ability to communicate in a wide variety of languages; therefore candidates with multi-lingual backgrounds would be beneficial.</p> <p>Preferred: Bi-lingual students (any language)</p>
Madison Pacific Trust	http://madisonpac.com/	<p>Madison Pacific Group is an independent premier provider of specialised independent financial and corporate services. Our services include Trust & Agency, Escrow & Custody, Asset Management & Fund Administration and Company Secretarial & Directorships.</p>	<p>Interns will be hired and trained to work in a specific department. Your skills will be an important contribution to daily activities as per the following:</p> <p>Loan Administration: Work with the team on matters such as interest calculations, data entry and clerical support.</p> <p>Finance: Financial system implementation projects (i.e. data verification, data input, parallel system testing) and year-end closing activities.</p> <p>Legal: Assist with contract review, case management including opening new matters and filing of contract documentation, handling of execution instructions for signing of transactions, document control and legal research. Assist with know-your-customer compliance.</p>	<p>We seek candidates with specific skills to match accordingly with the department they will be working with.</p> <p>Loans: Degree: Business Administration, Accounting and related disciplines Technical: Word and excel skills Language: Mandarin beneficial</p> <p>Finance: Degrees: Accounting, Finance and related disciplines Technical: Word and excel skills</p> <p>Legal: Degree: Law, Legal Studies and related disciplines Technical: Legal analysis and comprehension, initiative, attention to detail, willingness to learn and persuasive writing are key skills required.</p>
March Fund	https://marchfund.com/	<p>March Fund is a private equity firm with experienced management who have global PE & advisory backgrounds.</p>	<p>Interns will have the opportunity to work in this private equity fund that will grant access to a range of different networks and opportunities. Interns will undertake research and analysis on potential investee companies and technologies. They will also research suitable data sources for big data engine.</p>	<p>March Fund is interested in speaking with candidates that are studying Science or related disciplines with high quality Excel skills.</p> <p>Degrees: Science, or related disciplines Technical: Excel</p>
Marco Polo Hong Kong Hotels	http://www.marcopohotels.com	<p>Marco Polo Hotels is a hotel management company based in Hong Kong that operates hotels in Hong Kong, Mainland China and the Philippines. Its hotels in Hong Kong are all located in Tsim Sha Tsui, Kowloon. Marco Polo operates 13 owned or managed hotels in the Asia Pacific region, with a plan to increase its profile to 18 hotels by the end of 2019.</p>	<p>Interning at Marco Polo Hotels is a great opportunity for students interested hotel management or hospitality. Interns will experience interaction between customers and colleagues through a range of job opportunities, including front office, working in restaurants and bars, housekeeping, sales & marketing, and finance.</p>	<p>We are looking for interns interested in hospitality, and preferably have experience in guest services.</p> <p>Candidates must be able to speak English to a high proficiency.</p> <p>Degrees: Hotel management, hospitality or related disciplines.</p>
Moore Stephens CPA Limited	http://www.moorestephens.com.hk/	<p>Established in 1975, Moore Stephens Hong Kong is a member firm of Moore Stephens International, one of the world's foremost accounting and consulting networks with roots in London going back over 100 years.</p> <p>Moore Stephens has grown to advise a range of industry sectors, ranging from start-ups to international listed companies, with a strong focus on insurance and financial services.</p> <p>Our international member firms work from 650 offices in over 105 countries, meaning clients can remain confident they have access to deep local knowledge coupled with wide international backing.</p>	<p>Students will commit to a 3 month internship, assisting in providing auditing services to our clients. There may be an additional opportunity during the course of the internship to visit our off-shore offices in mainland China.</p>	<p>We are looking for interns who are willing to commit their time to this beneficial learning experience, where they will receive exposure to our clients and off-shore businesses. Due to a strong connection with our mainland China offices, we seek candidates who have fluency in Mandarin, proficiency in English and have the ability to understand Cantonese. Candidates must have/be undertaking an undergraduate degree in Accounting.</p> <p>Language: read, write and speak fluently in Mandarin, Basic understanding of Cantonese Degree: Accounting or related disciplines</p> <p>Candidates must be willing to travel to our offices in PRC.</p>
Oreana Financial Services	http://www.oreanafinancial.com	<p>We are an autonomous financial services company that combines the knowledge and experience of our institutional heritage with the flexibility and entrepreneurialism of a boutique firm to deliver a market-leading proposition that enables meaningful, relevant and timely outcomes to our clients and advisors across Australia and Asia.</p>	<p>An internship at Oreana Financial Services provides students with a profitable experience, where they will be able to acquire skills in marketing and online brand awareness.</p> <p>Interns are expected to assist the CIO in rolling out an exciting new wealth management project, as well as build marketing material and automate investment processes.</p>	<p>We value candidates undertaking postgraduate degrees and a background in Commerce or Marketing will also be beneficial. Candidates with a proficiency in using Microsoft Excel will succeed in this role.</p> <p>Degrees: Marketing, Business Administration, MBA, and related disciplines</p>
Primasia	https://www.primasia.hk/	<p>For 30 years, Primasia Corporate Services Limited and its subsidiary, Mandarin Star, have been dedicated to helping companies from all over the world to establish operations in Hong Kong, China and other offshore jurisdictions.</p> <p>A leading professional provider of corporate services, Primasia has worked with thousands of overseas and local clients, including entrepreneurs, consultancies, manufacturers, trading firms and startups.</p>	<p>We are interested in interns who can engage in a wide range of duties to assist our corporate services team:</p> <ul style="list-style-type: none"> - Business Development - Accounts - Company Secretarial Department 	<p>We are looking for interns that are keen to learn and apply a positive attitude to helping our clients succeed in Hong Kong and China. If you think you have what it takes to engage with globally-minded clients with a focus on China, we would like to speak with you.</p>
Robert Walters	https://www.robertwalters.com.hk/	<p>Robert Walters is a global, specialist professional recruitment consultancy.</p> <p>Over the last 33 years the business has grown and so has our ambition. We now operate across 28 countries and employ over 3,800 people. It's a powerful success story built on the strength of our people.</p> <p>Organisations rely on us to find high quality professionals for a range of specialist roles. Professionals who are looking for a new role, whether it's on a permanent, interim or contract basis, trust us to find them their ideal job.</p>	<p>Work within a fast-paced environment to research candidate networks, understand job descriptions and selection criteria, and apply industry knowledge to making shortlists of suitable candidates.</p> <p>The role involves the use of technical tools - such as LinkedIn and the Robert Walters database - as well as writing ads, making phone calls and conducting interviews.</p>	<p>Candidates are sought who have a passion for working in an engaging and fast-paced environment. We seek interns who possess the following skills:</p> <p>Degrees: Commerce, Law, Finance and related disciplines Language: Proficient in Cantonese Desired: Communication skills and ability to take initiative</p>

Roll Call Solutions	www.rollcallsolutions.com	Roll Call Solutions Ltd was founded in June 2016 after its founders recognised a need for a communications platform to connect an increasingly mobile workforce and account for staff given the rise of incidents globally. Communication, particularly in industries where staff don't have access to PC's is difficult and emergency situations challenging. An increasingly transient and flexible workplace also presents new demands. With the advent of the smart phone and the cloud the world has changed. Online and real-time staff engagement is now a must. After all, great people make great businesses! Roll Call has developed a unique, innovative product to fill this void and help companies meet communication and OH&S compliance requirements.	Roll Call Solutions is an early stage Enterprise IT solutions start up. We would value having an intern join the company to help us further develop the quality and effectiveness of our marketing collateral: product videos, sale brochures, website design and content, explainer videos, product flyers, social media marketing etc.	As an early-stage start-up, interning with Roll Call Solutions will require interns to apply a can-do attitude and be willing to assist the team where required. The ideal candidate will be marketing and tech-savvy, with a proficiency in the MS Office suite. We prefer candidates with digital medial skills such as video production and web site design. <u>Degrees:</u> Marketing, Business Studies or related disciplines <u>Desired:</u> Digital media skills such as video production, web site design
Ruder Finn Asia Limited	http://www.ruderfinnasia.com	In 1989, Ruder Finn Hong Kong was the first Ruder Finn office established in Asia. Servicing regional and Greater China clients, our specialist teams include reputation management across the corporate sector, lifestyle experts encompassing luxury brands and the travel and tourism sector; our offering covers digital and social media marketing strategy and services, corporate, brand and crisis communications.	Students will take up four main responsibilities during their internship: 1. Monitor and analyse media coverage in order to generate reports on top issues and industry trends. 2. Draft and edit company communications, including news releases, fact sheets, newsletters etc. 3. Build and maintain medias, KOLs and influencers database. 4. Take on basic office administration work, including filing, archiving, logistics, scheduling meetings etc.	We are looking for an intern who has a background in PR and Comms or Media, and preferably has already had previous interning experience in these fields. We recommend that interns have fluency in English, with a proficiency in Cantonese and a basic Mandarin ability, in order to be able to translate between English and Chinese. <u>Degrees:</u> Majors in PR & Comms or Media are preferred <u>Skills Requirement:</u> English Copywriting <u>Desired:</u> English-Chinese translation skills
Shangri-La	http://www.shangri-la.com	The Shangri-La story began in 1971 with our first deluxe hotel in Singapore. Hong Kong-based Shangri-La Hotels and Resorts is Asia Pacific's leading luxury hotel group. We are also regarded as one of the world's finest hotel ownership and management companies. Owning and/or managing over 100 hotels and resorts throughout Asia Pacific, North America, the Middle East and Europe, the Shangri-La group has a room inventory of over 40,000.	An internship at the Shangri-La will grant exposure to a range of opportunities and departments. Interns will be required to assist in the Food & Beverage department and our Horizon Club to ensure smooth operation in hotel outlets and assist clients in the club lounge. Intern will also work with the front-of-house team in the Concierge Service to manage deliveries. All positions require an understanding and execution of Shangri-La's Service Experience and Standards.	Candidates applying for a Shangri-La internship must have a passion to work in the hospitality industry and studying a Hospitality-related degree. <u>Degrees:</u> Hospitality Management or related discipline. <u>Desired:</u> Mandarin language skills will be beneficial
Sovereign Trust	https://www.sovereigngroup.com/hong-kong/	Sovereign is a leading worldwide corporate services provider with over two decades of experience in the Hong Kong market. Sovereign Trust (Hong Kong) will assist clients to select the most effective and efficient legal entity, and will then form and register that entity in line with local laws and regulations. We also provide the necessary expertise in administering and managing companies, including company secretarial services, company law, board procedures, director responsibilities and shareholder relations, and financial and corporate compliance requirements. This will enable the company's owners to focus on their primary business.	Working across departments, interns will have exposure to compliance, accounting and legal teams. The opportunity will include working with several teams and clients to learn first hand how companies engage with Hong Kong and China.	Sovereign Trust is seeking candidates undertaking business studies and interested in Hong Kong and China markets. The internship will be working across several teams and therefore must be open to new experiences and learning opportunities. <u>Degrees:</u> Law, accounting, business, and related disciplines.
Spinifex	https://spinifexgroup.com/#/work	Spinifex combines the age-old art of storytelling with tools of the digital-age. We have developed a unique style of technology infused storytelling that enables brands to connect with their most important audiences in more magical and memorable ways. Spinifex Group is a creative studio, experiential digital agency, and content production company all rolled into one. Not only do we come up with great ideas, we bring them to life too. And, the agency does it all in-house across our four global studios.	Spinifex is a creative studio seeking an intern to execute motion graphics animation from a brief under the Creative Director's guidance, create assets for animation in both 2D and 3D and support and assist the creative team with design and animation .	Due to the technical application of the role, we have several key requirements and skills for interns to get the most out of their time with Spinifex. We value interns that are creative and can work together with our team. <u>Technical:</u> Adobe Photoshop, Illustrator and After effects + C4D software <u>Degrees:</u> Design, Computer graphics animation, Motion Graphics, editing and related disciplines/fields. <u>Desired:</u> Design, Motion Graphics and animation <u>Other:</u> Editing
St James's Place	https://www.sjp.co.uk/	At St. James's Place, we focus on achieving and maintaining a thorough understanding of your financial needs and aspirations. We believe passionately that the best wealth management service is provided through personal, face-to-face advice. Our Partners deliver that service, supported by a comprehensive range of financial solutions and a distinctive approach to investment management, which enables them to create financial plans that can adapt to your changing needs and circumstances.	Working in the Marketing Department, interns will work alongside the Marketing Manager with involvement in the following activities: - Marketing campaigns - Events coordination - Database management - Internal communications This is an opportunity to own and manage the internal communications for the entire Hong Kong office.	Candidates are sought who have a passion for marketing, or interested in pursuing a career in marketing. It is not required that you have any marketing experience - we look to hire individuals who possess a positive attitude and willingness to learn.
The Australian Chamber of Commerce Hong Kong	http://www.austcham.com.hk/	The Australian Chamber of Commerce Hong Kong and Macau (AustCham Hong Kong & Macau) initially started as a business lunch club in 'downtown' Hong Kong but, with incorporation in 1987, formalised its operation as the primary non-government vehicle for promoting Australian business interests by providing ongoing business development and networking opportunities. Now the second largest of some 27 International Chambers of Commerce in Hong Kong, the Australian Chamber has approximately 1,400 members, who are representatives of about 500 Australian and local companies within the Hong Kong business community. The Chamber's mission is to promote and represent Australian business and values, while enabling members to connect, engage, and grow bilateral relationships.	We will host interns who will have exposure to every aspect of the Chamber's operations including: - Events - Member engagement - Marketing - Business development - Government relations Working with the team at the Chamber will provide you with valuable experience dealing with senior corporates and start ups across every industry.	Working alongside our dynamic team, interns will need to engage in a multitude of different tasks in order to deliver for AustCham's Members. <u>Required:</u> Strong communication skills in English - both written and verbal <u>Desired:</u> Marketing experience, proficiency in Microsoft Office, strong organisational skills, Mandarin/Cantonese language skills The most important aspect of the successful candidate will be their willingness to get involved and apply an actively positive attitude throughout the internship. This is a demanding internship which will reward those who are willing to engage with the team and develop lasting relationships with AustCham Members.
The Fred Hollows Foundation	http://www.hollows.org/hk	The Fred Hollows Foundation has a very clear goal: to put an end to avoidable blindness through medication, surgery, education, prevention and training. When this day comes, people in developing countries will get the same quality eye care the rest of the world takes for granted.	Interns will spend their time assisting in the implementation of the 2019 Humanity Award, an award which recognises primary students ages 9-12 who are making a positive difference in their community. Additionally, interns will organise Christmas / Chinese New Year fundraising campaigns to help support the organisation.	We are looking for interns who want to give back and have a passion for working in charities, NGOs and/or fundraising. Good language skills are essential, therefore interns must be able to speak fluent English and preferably also have proficiency in Cantonese/Mandarin. <u>Requirements:</u> Word Processing, Good online research skills, data analytic skill. Able to work independently, comfortable to communicate with external parties via email and phone calls. <u>Desired skills:</u> Multi-media productions (photo shooting, video editing etc.), social media content production, design – Adobe illustration