

Company Name:	Sino-Rich Securities & Futures Limited
Posting Date:	28 May 2024
Category:	ITC STEM Internship Scheme
Company Overview:	PLEASE REFER TO OUR <a href="#">COMPANY WEBSITE</a>
Company Website:	<a href="https://www.sinorichhk.com/">https://www.sinorichhk.com/</a>
Position/Title:	Position 1: Automation specialist – Operation Support Position 2: Automation specialist – Account and Finance
Proposed Internship Duration:	90 days
Job Description & Requirements:	<p><u>Position 1: Automation specialist – Operation Support</u></p> <p>Job Description:</p> <ul style="list-style-type: none"> <li>Assists in development of automated templates / applications, such as AI robots (e.g. GPTs), to serve customer service, business operation, settlement or/and compliance functions</li> <li>Using latest software / technology to streamline and automate business operating process</li> <li>Preparation of management &amp; analysis reports • Handle ad hoc tasks as assigned</li> </ul> <p>Job Requirements:</p> <ul style="list-style-type: none"> <li>Familiar with Microsoft Office, especially Excel skill such as VBA, Power Query, Power BI, etc.</li> <li>Familiar with automation tools such as Python and Task Scheduler preferred</li> <li>Experienced in using AI tools such as ChatGPT preferred</li> <li>Strong sense of responsibility and proactive</li> </ul> <p>No. of vacancies: 1</p>
Job Description & Requirements:	<p><u>Position 2: Automation specialist – Account and Finance</u></p> <p>Job Description:</p> <ul style="list-style-type: none"> <li>Assist in automation of accounting data input from different data sources</li> <li>Assist in development of templates for data massage and data analysis of accounting data</li> <li>Assist in development of visualization of reports</li> <li>Using latest software / technology to streamline and automate accounting operating process</li> <li>Preparation of management &amp; analysis reports</li> <li>Handle ad hoc tasks as assigned</li> </ul> <p>Job Requirements:</p> <ul style="list-style-type: none"> <li>Familiar with Microsoft Office, especially Excel skill such as VBA, Power Query, Power BI, etc.</li> <li>Familiar with automation tools such as Python and Task Scheduler preferred</li> <li>Experienced in using AI tools such as ChatGPT preferred</li> <li>Strong sense of responsibility and proactive</li> </ul> <p>No. of vacancies: 1</p>

Internship Period:	<p>Summer Term 2024</p> <p>Full-time placements with a duration of no less than 4 consecutive weeks (28 calendar days)</p>
How to Apply:	<p><b>Please read the <a href="#">application guidelines</a> to ensure that you could fulfill the scheme requirements prior to applying for the intern(s).</b></p> <p>Interested students should submit your application directly to the employer with your CV at your earliest convenience.</p> <p>Email to <a href="mailto:suan.lui@sinorichhk.com">suan.lui@sinorichhk.com</a></p> <p>Application Deadline: 03/08/2024</p>
Salary / Hourly Rate:	<p>HK\$11,190 per month, capped at three months (i.e. 90 days, maximum at HK\$33,570) in one academic year under ITC STEM Internship Scheme</p> <p>For Summer 2024 Internships, the allowance is estimated to be disbursed in December 2024.</p>
Once confirm the internship offer:	<p>Student interns who confirm the internship offer are required to*:</p> <ol style="list-style-type: none"> <li>(1) submit declaration form which is available on <a href="#">SDSC's website</a> <b>before the commencement of internship;</b></li> <li>(2) declare as “Student Interns” or “Work Experience Students” if applicable for exemption of minimum wage requirement <b>before the commencement of internship;</b></li> <li>(3) report to SDSC via online registration form with supporting document(s) <b>before the commencement of internship;</b></li> <li>(4) submit the duly completed <b>Assessment/Evaluation Form</b> to SDSC for processing the allowance <b>upon completion of the whole internship period or the submission deadline, whichever is earlier.</b></li> </ol> <p><i>*Details please refer to the email “Internship - Guidelines and Procedures (Summer Term 2024)” sent on 17 May 2024</i></p>