

Company Name:	YAKOO Technology Limited
Posting Date:	8 May 2024
Category:	ITC STEM Internship Scheme
Company Overview:	The company established in 2012. Just within 12 years of business footage, we have established a trustworthy relationship with over 80 clients amongst the higher educational sectors and non-profit making organizations. More projects are to be launched for our loyal customers in the coming years for their all kinds of long-term needs ranging from learning and teaching activities to corporate governance.
Company Website:	https://www.yakoo.com.hk/
Position/Title:	Project Assistant
No. of vacancy(ies):	2
Proposed Internship Duration:	90 Days
Job Description & Requirements:	<p>Job Description:</p> <p>The successful candidates will join our Project Team and coached by experienced Project Manager to:</p> <ul style="list-style-type: none"> • Assist in monitor and coordinate IT projects Liaise with customers, work partners and in-house creative and technical team to ensure smooth project implementation and delivery • Learn and assist in website / web-based apps / mobile apps development • Perform administrative tasks such as scheduling meetings, taking meeting minutes, and maintaining project documentation • Assist in user trainings and provide regular supports to users • Undertake ad hoc tasks as assigned • Student must be eligible to be employed under the ITC STEM Internship Scheme (https://www.itf.gov.hk/en/funding-programmes/nurtu...) • Internship Period: maximum 59 days between mid May and late Aug of 2024 • Working Hours: Monday to Friday (except public holidays), 10:00 to 19:00 • Graduate employment may be offered upon completion of the internship with outstanding performance <p>Job Requirements:</p> <ul style="list-style-type: none"> • Good written, reading and speaking in Chinese (Cantonese) and English are must Strong communication and presentation skills • Ability to prioritise workload and manage deadlines in a systematic and organised manner • A good team player with ability to work effectively in a cross-functional team • Willing to learn domain knowledge related to the company business and adapt for workplace of IT industry Pro-active and passionate in IT service industry • Willing to develop a long-term career in the IT industry and willing to learn new technologies • Relevant experience in education institutions and/or non-profit making organisations is highly preferred Knowledge in Information Technology, Web Content Management System or Digital Marketing is definitely an advantage
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>Please read the application guidelines to ensure that you could fulfill the scheme requirements prior to applying for the intern(s).</p> <p>Interested students should submit your application directly to the employer with your CV on or before the deadline (if any) or at your earliest convenience.</p> <p>Email to hr@yakoo.com.hk</p> <p>Application Deadline: 30 June 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"> (1) submit declaration form which is available on SDSC's website before the commencement of internship; (2) declare as “Student Interns” or “Work Experience Students” if applicable for exemption of minimum wage requirement before the commencement of internship; (3) report to SDSC via online registration form with supporting document(s) before the commencement of internship; (4) submit the duly completed Assessment/Evaluation Form to SDSC for processing the allowance upon completion of the whole internship period or the submission deadline, whichever is earlier. <p><i>*Details will be announced in due course</i></p>