

Company Name:	Ricoh Hong Kong Limited
Posting Date:	20 May 2024
Category:	ITC STEM Internship Scheme
Company Overview:	Ricoh is a leading provider of digital services and innovative solutions to support our customers' digital transformation and business process optimization. To cope with our business expansion, we are looking a team of talent joining our Ricoh Family.
Company Website:	https://www.ricoh.com.hk/en
Position/Title:	Position 1: Assistant Digital Analyst Position 2: Digital Transformation Analyst Position 3: IT Trainee Position 4: Business Analyst Trainee Position 5: Project Assistant Position 6: Data & Innovation Analyst Position 7: Business Analyst Position 8: Assistant Solution Engineer Position 9: ITS Service Trainee
Proposed Internship Duration:	59 days
Job Description & Requirements:	<p><u>Position 1: Assistant Digital Analyst</u></p> <p>Job Description:</p> <ul style="list-style-type: none"> • Develop and implement process automation • Conduct UAT for the web application to ensure the quality of its functions and features • Gather and analyze use behavior data to identify areas for enhancing internal processes • Provide support for the web application and identify opportunities for improvement <p>Job Requirements:</p> <ul style="list-style-type: none"> • Strong analytical, organizational, and problem-solving skills • Detail-oriented and self-motivated • Excellent verbal and written communication skill • Open to candidates from any university disciplines <p>No. of Vacancies: 1</p>
Job Description & Requirements:	<p><u>Position 2: Digital Transformation Analyst</u></p> <p>Job Description:</p> <ul style="list-style-type: none"> • Hands-on experience in the whole process of projects, from requirement analysis, business proposal, PowerPoint preparation, writeup and vetting to project implementation, user acceptance and rollout, technical and operation support (staff training). • Practical technical skills and programming tool applications, e.g. AI and automation script development, etc. • Knowledge and experience sharing in AI, robotics, big data and streamlining operational efficiency • Participate in AI/Big Data research study and share the key and new technology trend, use case and impact analysis <p>Job Requirements:</p> <ul style="list-style-type: none"> • Third Year or penultimate year student

	<ul style="list-style-type: none"> • University students in IT, computer science, information system, data science, business analytics or other related disciplines • Student who studies any STEM-related academic programs • With basic knowledge in computer, networking, cloud, IT networking protocol; or • Exposure to AI, big data and robotics control and programming, and mobile app development • Passionate to develop his / her career in driving large-scale transformation enabled by technologies • Basic technical skills such as Microsoft Office (esp. PowerPoint) skills is preferred <p>No. of Vacancies: 1</p>
Job Description & Requirements:	<p><u>Position 3: IT Trainee</u></p> <p>Job Description:</p> <ul style="list-style-type: none"> • Work closely with Application Team, Maintenance Team and Processes Excellence Team to ensure users' requirements and schedule are met • Understand business flow and requirement for daily operation support • Responsible for business application development and the associated management processes • Develop, maintain and support IT solutions and services, including development, testing and enhancement of application systems • Assist in the overall system development life cycle of IT applications that meets user requirements and complies to standard <p>Job Requirements:</p> <ul style="list-style-type: none"> • Good knowledge of application development / system integration • Familiar with C#/.NET/Python/Power BI is preferred • Willingness to learn and develop career in information technology management • Ability to demonstrate good problem-solving and analytic skills • Good communication, interpersonal and team-working attitudes <p>No. of Vacancies: 1</p>
Job Description & Requirements:	<p><u>Position 4: Business Analyst Trainee</u></p> <p>Job Description:</p> <ul style="list-style-type: none"> • Develop report and dashboard to support analysis of financial data • Study current operation process and develop automation tools for F&A function • Support requirement study in process streamlining and automation project • Work with user and IT team for project implementation <p>Job Requirements:</p> <ul style="list-style-type: none"> • Familiar with Excel / Power BI / Robotic process automation • Basic knowledge in accounting / business process would be an advantage • Ability to demonstrate good problem-solving and analytic skills • Good communication skill, teamwork attitude and digitalization mindset <p>No. of Vacancies: 1</p>
Job Description & Requirements:	<p><u>Position 5: Project Assistant</u></p> <p>Job Description:</p> <ul style="list-style-type: none"> • Responsible for HRIS projects

- Support documentation of HRIS operation workflow and procedures
- Study and design for digitization and automation assignments
- Design HR dashboard and report by using business intelligence tools e.g. PowerBI
- Participate in user acceptance test
- Perform other ad hoc duties as assigned

Job Requirements:

- University student in BSc (Hons) in Computer Science, Business Computing and Data Analytics, Information Systems and Business Intelligence, Mathematic or related disciplines
- Proficiency in Microsoft Office, extensive Excel (Lookup and Pivot Table), Office 365, MS flow, SharePoint and PowerBI will be an advantage
- Strong analytical and problem-solving skills
- Detail-oriented, self-motivated
- Good command of spoken and written English and Chinese

No. of Vacancies: 1

Job Description & Requirements:

Position 6: Data & Innovation Analyst

Job Description:

- Be a member of our digital customer engagement team and provide data visualization to C-Level using Power BI.
- Understand business process of marketing operations.
- Perform data cleansing and analysis for our CRM (Microsoft Dynamics 365).
- Create marketing assets such as marketing email templates in Microsoft Dynamics 365 Marketing.
- Perform ad hoc duties assigned by line manager.

Job Requirements:

- University student in Business Computing and Data Analytics, Information Systems, Business Intelligence, Computer Science, or related disciplines.
- Knowledge in HTML and CSS.
- Familiar with marketing computer software, social media platforms, and Microsoft Excel.
- Good understanding of the latest marketing trends and techniques.
- Excellent verbal and written communication skills.
- Willingness to learn digital marketing operations.
- Outstanding multitasking abilities and willing to learn.

No. of Vacancies: 1

Job Description & Requirements:

Position 7: Business Analyst

Job Description:

- Assist in identify areas for automation and digitalization
- Build dashboards to increase efficiency and productivity
- Develop robotics solutions to streamline daily operations
- Assist to study AI applications in warehouse
- Provide support for digitalization transformation in warehouse

Job Requirements:

- Proficient in computer knowledge (experiences in Power Automate and Power BI is preferred)
- Good analytical skills, detail-oriented and numerical sensitive

	<ul style="list-style-type: none"> • Good command of both spoken and written English and Chinese <p>No. of Vacancies: 1</p>
Job Description & Requirements:	<p><u>Position 8: Assistant Solution Engineer</u></p> <p>Job Description:</p> <ul style="list-style-type: none"> • Responsible for Document Management System (DMS) solution project deployment and post services • Self-develop and/or coordinate with the team for the program coding (.NET & JavaScript) • Collaborate with project manager / team lead with scheduling, resourcing and management of technical activities to ensure project accuracy and quality • Determines task details of projects by understanding the design overview and scope of work handed over by pre-sales team • Prepares project status reports and recommendations <p>Job Requirements:</p> <ul style="list-style-type: none"> • Proficient in programming with .NET & JavaScript • Strong PC hardware & software, MS Windows, basic server & network knowledge • Good communication skills in both written and spoken English • Good team player, able to take ownership and can work independently <p>No. of Vacancies: 1</p>
Job Description & Requirements:	<p><u>Position 9: ITS Service Trainee</u></p> <p>Job Description:</p> <ul style="list-style-type: none"> • Provide first-line IT support to end users including setup and maintenance of user accounts, installation and maintenance of desktop, server, networking, cloud and cyber security systems • Monitor, manage and troubleshoot applications and systems to ensure a smooth business operation • Support on cloud exchange, network security and data centre dashboard monitoring services. • Perform administration, patching, troubleshooting, deployment and health checking on hardware/on-perm system on a regular basis • Other IT-related duties as assigned <p>Job Requirements:</p> <ul style="list-style-type: none"> • Diploma in Computer Science, Information Technology or related discipline • 0-1 years field service relevant working experience in providing L1/L2 system support • Basis knowledge in PC, Microsoft Windows, Office applications, VMware and Backup solutions • Basis knowledge in networking technologies, such as firewalls, Router, LAN/WAN • Good personal communication skills and positive mindset • Able to work independently and self-motivated • On-the-job training would be provided <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>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 at your earliest convenience.</p> <p>Email to Human.Resources@ricoh.com.hk</p> <p>Application Deadlines: Position 1: 08/07/2024 Position 2: 05/07/2024 Position 3: 06/07/2024 Position 4: 06/07/2024 Position 5: 05/07/2024 Position 6: 07/07/2024 Position 7: 07/07/2024 Position 8: 08/07/2024 Position 9: 05/07/2023</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 please refer to the email “Internship - Guidelines and Procedures (Summer Term 2024)” sent on 7 May 2024</i></p>