

Company Name:	The Hong Kong Internship Platform limited
Posting Date:	13 May 2024
Category:	ITC STEM Internship Scheme
Company Overview:	Launched in 2020, the Hong Kong Internship Platform is a company established to help students from Hong Kong local universities as well as overseas universities to find internships/ graduate job opportunities that will help them brighten their future careers. It is our wish to help link students and corporations all across Hong Kong. So far, we have connected with thousands of students to find the most suitable internship programs and it is still increasing.
Company Website:	<a href="https://www.thehkip.com/about-us/">https://www.thehkip.com/about-us/</a>
Position/Title:	Business Development and HR Analyst Intern
No. of vacancy(ies):	3
Proposed Internship Duration:	90 days
Job Description & Requirements:	<p><b>Role and Responsibilities</b></p> <ul style="list-style-type: none"> <li>• Using advanced job searching software to analyze potential target companies/ candidates</li> <li>• Helping develop reports and analyses of potential customer</li> <li>• Identify, analyze, and interpret HK market hiring trends</li> <li>• Processing confidential data and information according to guidelines.</li> <li>• Managing master data, including creation, updates, and deletion.</li> <li>• Managing users and user roles in HKIP Platform Provide quality assurance of imported data, working with quality assurance analysts if necessary.</li> <li>• Generating HK Hiring reports from single or multiple systems. Troubleshooting the reporting database environment and reports.</li> </ul> <p><b>Job Requirements</b></p> <ul style="list-style-type: none"> <li>• Currently pursuing a recognised university degree in Hong Kong, preferably in a full-time STEM programme</li> <li>• Must have knowledge of CRM tools like Hubspots</li> <li>• Must have an understanding of WordPress to manage internal database</li> <li>• Should be familiar with social media platforms like Instagram, Facebook and LinkedIn</li> <li>• Excellent verbal and written communication skills in English and Chinese.</li> <li>• Be an articulate, creative and organised individual.</li> </ul> <p><b>Why Work with Us?</b></p> <ul style="list-style-type: none"> <li>• We provide a fun, ambitious and collaborative work environment.</li> <li>• Interns can gain practical experience in the fast-paced business world.</li> <li>• A reference letter will be provided upon satisfactory completion of the internship.</li> <li>• Flexible working arrangements Attractive salary and bonuses</li> </ul>
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:calvin@the-hkip.com">calvin@the-hkip.com</a></p>

	Application Deadline: 30/06/2024
Salary / Hourly Rate:	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 For Summer 2024 Internships, the allowance is estimated to be disbursed in December 2024.
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 7 May 2024</i></p>