

Company Name:	SilkyWater Asset Management Limited
Posting Date:	20 June 2024
Category:	ITC STEM Internship Scheme
Company Overview:	我們是潤淼資產管理有限公司(CE: BPV723)。我們於 2019 年成立，總部位於香港。根據證監會《證券及期貨條例》香港法例第 571 章從事下列受規管業務：•第 1 類( 證券交易)•第 4 類( 就證券提供意見)•第 9 類( 資產管理)
Company Website:	<a href="https://www.silky-water.com">https://www.silky-water.com</a>
Position/Title:	檔案管理
No. of vacancy(ies):	1
Proposed Internship Duration:	58 days
Job Description & Requirements:	<p>Job Description:</p> <ul style="list-style-type: none"> <li>將我們現時公司的線上檔案，例如：雲端上的資料進行整合。</li> </ul> <p>Job Requirements:</p> <ul style="list-style-type: none"> <li>熟悉電腦的運作，需要細心和耐性。</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>如有興趣的學生請將 CV 寄至：info@silky-water.com 我們會安排一個簡單的面試。</p> <p>Email to <a href="mailto:info@silky-water.com">info@silky-water.com</a></p> <p>Application Deadline: 31/7/2024</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>