



Maritime and Aviation Training Fund
Maritime and Aviation Internship Scheme (Aviation)
Aviation-related Internship Places (2022)

*Updated as at
2 August 2022*

Company name and company website	No. of intern places	Main job duties	Internship period (minimum 4 weeks) e.g. dd/mm – dd/mm/2022	Monthly honorarium to intern (HK\$)	Specific requirements (if any) e.g. area of study/ skill / language	Application deadline	How to apply (Use the MATF application form)
Airport Authority Hong Kong http://www.hongkongairport.com/	2	<ul style="list-style-type: none"> Support the implementation of Phase 2 Ground Services Equipment Pooling Scheme and optional services for the Apron Vehicle Pooling Service Assist in the review of training certification regime for airfield operators Assist in the review of Ramp Handling Licensees and its Key Performance Indicators (KPIs) 	20/06 - 12/08/2022	\$360 per working day (TBC)	<ul style="list-style-type: none"> Undergraduate in any discipline Proficient in MS Office, particularly Excel Good data analytical skills Good interpersonal skills 	02/05/2022	Online application on AA website
Airport Authority Hong Kong http://www.hongkongairport.com/	1	<ul style="list-style-type: none"> Assist in the compilation of chargers management systems manual Conduct analysis on chargers usage Assist in chargers distribution record management and production of utilization heat map Support the installation of new chargers Assist in the registration of EV Charging Cards 	20/06 - 12/08/2022	\$360 per working day (TBC)	<ul style="list-style-type: none"> Undergraduate in any discipline, preferably in Engineering, Transport, Computer and Logistics Proficient in MS Office, particularly Excel Good analytical skills Good communication and presentation skills Good command of spoken and written English & Chinese 	02/05/2022	Online application on AA website
Airport Authority Hong Kong http://www.hongkongairport.com/	2	<ul style="list-style-type: none"> Assist in the review of airfield services database & operation manuals Assist in the relocation project of the new Airport Operation Centre Conduct analysis on arrival aircraft occupancy monitoring 	20/06 - 12/08/2022	\$360 per working day (TBC)	<ul style="list-style-type: none"> Undergraduate in any discipline, preferably in Data Science Proficient in MS Office Knowledge in programming (e.g. Excel VBA, Python) is an advantage 	02/05/2022	Online application on AA website

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Airport Authority Hong Kong http://www.hongkongairport.com/	2	<ul style="list-style-type: none"> Assist in conducting ground truth data verification for airfield digitalization projects Assist in the preparation of stakeholder engagement meetings and collection of comments for airfield system review 	20/06 - 12/08/2022	\$360 per working day (TBC)	<ul style="list-style-type: none"> Undergraduate in any discipline Good interpersonal skills Good computer skills 	02/05/2022	Online application on AA website
Airport Authority Hong Kong http://www.hongkongairport.com/	2	<ul style="list-style-type: none"> Support the user requirements identification of Leasing Accommodation Database system Assist in streamlining the current leasing database Coordinate works arrangement among tenants and AA departments Assist in handover exercise for new facilities under the Boarding Gate Transformation Project in T1 	20/06 - 12/08/2022	\$360 per working day (TBC)	<ul style="list-style-type: none"> Undergraduate in IT, Business, Aviation or related disciplines Proficient in MS Office, particularly in Excel Proactive with strong analytical and communication skills Excellent command in both written and spoken English & Chinese 	02/05/2022	Online application on AA website
Airport Authority Hong Kong http://www.hongkongairport.com/	1	<ul style="list-style-type: none"> Assist in the preparation of HKIA VIP Lounge's opening, such as facilitation of site visits and design of new flows & initiatives Assist in the planning of customer service projects & initiatives Conduct market research on the trend of customer service, lounge business and marketing opportunities Coordinate with business partners to ensure smooth execution of initiatives 	20/06 - 12/08/2022	\$360 per working day (TBC)	<ul style="list-style-type: none"> Undergraduate in Communication, Customer Service, Marketing or Business related disciplines Proficient in MS Office Good team player with creativity Excellent command in both written & spoken English & Chinese 	02/05/2022	Online application on AA website

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Airport Authority Hong Kong http://www.hongkongairport.com/	1	<ul style="list-style-type: none"> Support the update and review of operation procedures & contingency plans Assist in the new Integrated Airport Centre's operation readiness, such as guideline and procedures update Assist in the follow-up of terminal operation matters, in particular quarantine-related measures and safety incidents in the terminal Prepare the design of routing & layout of events in terminal Participate in terminal and airlines' events 	20/06 - 12/08/2022	\$360 per working day (TBC)	<ul style="list-style-type: none"> Undergraduate in Aviation, Business Management or related disciplines Proficient in MS Office Good team player with creativity Excellent command in both written and spoken English & Chinese 	02/05/2022	Online application on AA website
Airport Authority Hong Kong http://www.hongkongairport.com/	1	<ul style="list-style-type: none"> Assist in service auditing and monitoring of contracts / licences Assist in the User Acceptance Testing (UAT) of relevant system and collect user feedback for system enhancement Assist in trial of delivery robots Conduct market research on new technologies / robotic solutions to enhance cleaning & operation efficiency 	20/06 - 12/08/2022	\$360 per working day (TBC)	<ul style="list-style-type: none"> Undergraduate in Aviation, Business Management or statistics related disciplines Good command in both written and spoken English & Chinese Open-minded, presentable and independent 	02/05/2022	Online application on AA website

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Airport Authority Hong Kong http://www.hongkongairport.com/	1	<ul style="list-style-type: none"> Assist in the review and analysis of inbound carpark online booking and parking system Assist in the preparation of the operation readiness of new car park Assist in daily operation of car park management, such as monitoring contractor's performance, deployment and facility condition Conduct analysis on car park data 	20/06 - 12/08/2022	\$360 per working day (TBC)	<ul style="list-style-type: none"> Undergraduate in any discipline Good interpersonal skills Proficient in MS Office Good analytical and computer skills 	02/05/2022	Online application on AA website
Airport Authority Hong Kong http://www.hongkongairport.com/	1	<ul style="list-style-type: none"> Assist in the research on the development of marketing proposals on products and charges of future automated car parks Assist in drafting of car parks' operation, passenger handling procedures and the branding exercise Assist in reviewing consultancy reports in autonomous transportation system in HKIA Assist in customer experience and operational planning 	20/06 - 12/08/2022	\$360 per working day (TBC)	<ul style="list-style-type: none"> Undergraduate in Transportation, Business, Government & Public Relations or other related disciplines Proficient in MS Office Good analytical skills with attention to details Good team player 	02/05/2022	Online application on AA website

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Airport Authority Hong Kong http://www.hongkongairport.com/	1	<ul style="list-style-type: none"> Participate in the operations planning and performance monitoring of intermodal transport at HKIA Streamline statistical analyses processes on HKIA's cross-boundary passenger figures and performance indicators to deliver insights on operations Facilitate the operation/ performance review meetings with contractors/ licensees/ airlines/ control authorities Support the Intermodal Transfer Terminal (ITT) project, including SkyPier construction works coordination, formulation of user requirements of IT systems, etc. Support the data analysis of upstream check-in services, intermodal statistics and industry trend for strategic development planning and operation performance improvement 	20/06 - 12/08/2022	\$360 per working day (TBC)	<ul style="list-style-type: none"> Undergraduate in Business Administration, Statistics, IT or other related disciplines Proficient in MS Office Knowledge in database design and Visual Basic is an advantage Strong analytical and problem-solving skills Good interpersonal skills 	02/05/2022	Online application on AA website
Airport Authority Hong Kong http://www.hongkongairport.com/	1	<ul style="list-style-type: none"> Assist in checking of payroll through the Contractor Workforce Management System Conduct on-site inspection and checking of contractor's daily/ monthly submissions (e.g. attendance, monthly roster, inspection reports, etc.) 	20/06 - 12/08/2022	\$360 per working day (TBC)	<ul style="list-style-type: none"> Undergraduate in Facilities Management or other related disciplines Proficient in MS Office Strong analytical and computer skills Excellent command in both written and spoken English & Chinese 	02/05/2022	Online application on AA website

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Airport Authority Hong Kong http://www.hongkongairport.com/	1	<ul style="list-style-type: none"> • Conduct analysis on the data of Airport's Key Performance Indicators • Conduct research on the airport under "New Normal" with potential impacts and recommendations to cope with the challenges 	20/06 - 12/08/2022	\$360 per working day (TBC)	<ul style="list-style-type: none"> • Undergraduate in Operation Research, Industrial Engineering, Mathematics, Statistics or related disciplines • Strong analytical and problem-solving skills • Experience in using programming software (e.g. Python and VBA) is an advantage • Good communication and interpersonal skills 	02/05/2022	Online application on AA website
Airport Authority Hong Kong http://www.hongkongairport.com/	1	<ul style="list-style-type: none"> • Assist in video production of best safety practices / procedures • Assist in transforming safety training materials into interactive online games for Safety Awareness Workshop • Assist in planning and execution of safety awareness promotion activities • Assist in drafting of safety related publications 	20/06 - 12/08/2022	\$360 per working day (TBC)	<ul style="list-style-type: none"> • Undergraduate in any discipline • Proficient in MS Office • Good analytical and interpersonal skills 	02/05/2022	Online application on AA website

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Airport Authority Hong Kong http://www.hongkongairport.com/	1	<ul style="list-style-type: none"> • Conduct analysis on performance of airport security equipment, such as Autonomous Patrol Cars • Support the planning, implementation and evaluation of trials of new security technological projects, such as extension of access control system portable card readers using 5G connectivity • Coordinate with both internal & external stakeholders to ensure smooth and timely delivery of projects • Assist in the preparation of presentation materials and reports 	20/06 - 12/08/2022	\$360 per working day (TBC)	<ul style="list-style-type: none"> • Undergraduate in Business, IT, Engineering or related disciplines • Good command in both written and spoken English & Chinese • Proactive and self-motivated 	02/05/2022	Online application on AA website
Airport Authority Hong Kong http://www.hongkongairport.com/	1	<ul style="list-style-type: none"> • Assist in service monitoring, manpower deployment, operations and promotions for on-site retail services (e.g. HKairport Rewards, HKairport Shop.com, Luxury Concierge, Gate Delivery, Personalized Gifting Services, Uniform Revamp, etc.) • Assist in daily logistics of Free Delivery Service • Assist in other administrative tasks and logistical support 	20/06 - 12/08/2022	\$360 per working day (TBC)	<ul style="list-style-type: none"> • Undergraduate in Marketing, Communication or Business related disciplines • Proficient in MS Office • Meticulous, innovative and independent team player with good analytical skills • Experience in Customer Service is an advantage • Excellent command in both written and spoken English & Chinese 	02/05/2022	Online application on AA website

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Airport Authority Hong Kong http://www.hongkongairport.com/	1	<ul style="list-style-type: none"> Assist in online and offline marketing campaigns (e.g. creative and content development, campaign execution, and coordination with agencies and tenants) Assist in the User Acceptance Testing (UAT) of the Customer Relationship Management (CRM) platform, e-Coupon system and other digital initiatives Support the market research on loyalty programmes, promotions, or new retail services Support the daily operation of HKairport Rewards 	20/06 - 12/08/2022	\$360 per working day (TBC)	<ul style="list-style-type: none"> Undergraduate in Marketing, Communication, Information Systems or related disciplines Proficient in MS Office Creative, innovative and independent team player with good analytical skills; Excellent command in both written and spoken English & Chinese 	02/05/2022	Online application on AA website
Airport Authority Hong Kong http://www.hongkongairport.com/	1	<ul style="list-style-type: none"> Provide assistance in online marketing campaigns (e.g. creative development, coordination with agencies / tenants regarding launch of promotion materials, etc.) Conduct market research on the industry's best practices and new retail ideas Assist in data analytics related projects 	20/06 - 12/08/2022	\$360 per working day (TBC)	<ul style="list-style-type: none"> Undergraduate in Marketing, Business, or Digital related disciplines Proficient in MS Office and data visualization tool Creative, innovative and independent Good analytical and organizational skills Excellent command in both written and spoken English & Chinese 	02/05/2022	Online application on AA website

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Airport Authority Hong Kong http://www.hongkongairport.com/	1	<ul style="list-style-type: none"> Conduct market research and support data analytical duties (e.g. establish, analyze and maintain a comprehensive data bank for market trends and real estate markets database) Review the departmental control manual and guideline Identify areas for improvement in the revenue management regime of SKYCITY Retail, Dining and Entertainment (RDE) Coordinate different stakeholders and participate in the development planning, market and business studies of the Bay Areas Initiatives 	20/06 - 12/08/2022	\$360 per working day (TBC)	<ul style="list-style-type: none"> Undergraduate in Planning and Development, Data Analytics, Real Estate, Urban Studies or related disciplines Proficient in MS Office Keen in aviation industry Excellent command in both written and spoken English & Chinese 	02/05/2022	Online application on AA website
Airport Authority Hong Kong http://www.hongkongairport.com/	1	<ul style="list-style-type: none"> Prepare and compile reports, presentations, market intelligence and database through studies into industry and market development of aviation franchisee Assist in the daily management of aviation franchises (e.g. contract management, revenue management, facility planning, quality management, process improvement, business continuity, health, safety and environmental management) Collaborate and coordinate with different stakeholders 	20/06 - 12/08/2022	\$360 per working day (TBC)	<ul style="list-style-type: none"> Undergraduate in Aviation, Transport, Logistics, Business Management or related disciplines Proficient in MS Office Keen in aviation industry Excellent command in both written and spoken English & Chinese 	02/05/2022	Online application on AA website

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Airport Authority Hong Kong http://www.hongkongairport.com/	1	<ul style="list-style-type: none"> Assist in conducting technical studies for SKYCITY land parcels Assist in coordinating with the developer and internal departments to facilitate the Retail, Dining and Entertainment (RDE) development in SKYCITY Assist in drafting legal documents (e.g. license and agreement with tenants) Prepare presentation for meetings and report to senior management 	20/06 - 12/08/2022	\$360 per working day (TBC)	<ul style="list-style-type: none"> Undergraduate in Architecture, Planning, Business Management, Surveying or related disciplines Proficient in MS Office Keen in aviation industry Excellent command in both written and spoken English & Chinese 	02/05/2022	Online application on AA website
Airport Authority Hong Kong http://www.hongkongairport.com/	2	<ul style="list-style-type: none"> Support the Airport Tung Chung Link Project Assist engineers to manage Hong Kong Boundary Crossing Facilities (HKBCF) infrastructure projects 	20/06 - 12/08/2022	\$360 per working day (TBC)	<ul style="list-style-type: none"> Undergraduate in Civil / Structural Engineering disciplines Knowledge in road alignment and utility planning is an advantage 	02/05/2022	Online application on AA website
Airport Authority Hong Kong http://www.hongkongairport.com/	2	<ul style="list-style-type: none"> Support the AsiaWorld-Expo Expansion and Automatic Carparks projects Assist engineers to manage infrastructure projects 	20/06 - 12/08/2022	\$360 per working day (TBC)	<ul style="list-style-type: none"> Undergraduate in Electrical, Mechanical or Building Services disciplines 	02/05/2022	Online application on AA website
Airport Authority Hong Kong http://www.hongkongairport.com/	1	<ul style="list-style-type: none"> Support the analysis on the performance of Primary Sorter through the live bag operation Consolidate and report respective findings with recommended solutions 	20/06 - 12/08/2022	\$360 per working day (TBC)	<ul style="list-style-type: none"> Undergraduate in Mechanical, Electronics or Electrical Engineering disciplines 	02/05/2022	Online application on AA website

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Airport Authority Hong Kong http://www.hongkongairport.com/	1	<ul style="list-style-type: none"> Support the project implementation of Facial Recognition Biometric Sensor System and Card Reader Replacement for Access Control System Support the development of Variable Message Distribution System for T1 and Apron Assist in the new facilities handover to maintenance (e.g. HKIA Tower 2) 	20/06 - 12/08/2022	\$360 per working day (TBC)	<ul style="list-style-type: none"> Undergraduate in Electronics, Control or IT disciplines 	02/05/2022	Online application on AA website
Airport Authority Hong Kong http://www.hongkongairport.com/	1	<ul style="list-style-type: none"> Support the daily project management for Airport City Link - Marine Portion project Liaise with contractors and consultants, monitor contractor in compliance with contract and design requirement during piling works construction 	20/06 - 12/08/2022	\$360 per working day (TBC)	<ul style="list-style-type: none"> Undergraduate in Civil Engineering disciplines 	02/05/2022	Online application on AA website
Airport Authority Hong Kong http://www.hongkongairport.com/	1	<ul style="list-style-type: none"> Support the daily project management for Automated Carpark Phase A project Participate in site inspection and monitoring of site progress, safety and coordination 	20/06 - 12/08/2022	\$360 per working day (TBC)	<ul style="list-style-type: none"> Undergraduate in Civil Engineering disciplines Knowledge in BIM is preferred 	02/05/2022	Online application on AA website
Airport Authority Hong Kong http://www.hongkongairport.com/	1	<ul style="list-style-type: none"> Support the daily project management for ITT Bridge project Participate in site inspection and monitoring of site progress, safety and coordination 	20/06 - 12/08/2022	\$360 per working day (TBC)	<ul style="list-style-type: none"> Undergraduate in Civil Engineering disciplines Knowledge in BIM is preferred 	02/05/2022	Online application on AA website

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Airport Authority Hong Kong http://www.hongkongairport.com/	1	<ul style="list-style-type: none"> Support the daily project management for Transit Mail Centre project Assist in coordinating with users, government departments and Airport Authority Participate in reviewing submissions (e.g. method statement), site inspection and monitoring of site progress, safety and coordination 	20/06 - 12/08/2022	\$360 per working day (TBC)	<ul style="list-style-type: none"> Undergraduate in Civil Engineering disciplines 	02/05/2022	Online application on AA website
Airport Authority Hong Kong http://www.hongkongairport.com/	1	<ul style="list-style-type: none"> Assist in the new Air Traffic Control Tower (NAT) construction Assist in T2C E&M construction works 	20/06 - 12/08/2022	\$360 per working day (TBC)	<ul style="list-style-type: none"> Undergraduate in Electrical, Mechanical or Building Services disciplines Knowledge in AutoCAD with good computer skill is highly preferred 	02/05/2022	Online application on AA website
Airport Authority Hong Kong http://www.hongkongairport.com/	1	<ul style="list-style-type: none"> Assist in Third Runway System's Baggage Handling System (e.g. participate in the inspection and testing activities) Handle and review consultants'/ contractors' submissions and works programme Attend meetings with stakeholders, consultants and contractors 	20/06 - 12/08/2022	\$360 per working day (TBC)	<ul style="list-style-type: none"> Undergraduate in Electrical or Electronics Engineering disciplines Good command of spoken and written English and Chinese 	02/05/2022	Online application on AA website
Airport Authority Hong Kong http://www.hongkongairport.com/	1	<ul style="list-style-type: none"> Support the update of the statutory submissions register Assist in the consolidation of the material submissions 	20/06 - 12/08/2022	\$360 per working day (TBC)	<ul style="list-style-type: none"> Undergraduate in Civil Engineering disciplines Knowledge in CAD and BIM modelling is highly preferred 	02/05/2022	Online application on AA website

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Airport Authority Hong Kong http://www.hongkongairport.com/	1	<ul style="list-style-type: none"> Support the upgrade of the drawing register, reviewing submission tracking for Terminal 2 Expansion Works Review project readiness for construction works 	20/06 - 12/08/2022	\$360 per working day (TBC)	<ul style="list-style-type: none"> Undergraduate in Architecture, Civil, Structural or Building Engineering disciplines Knowledge in CAD and BIM modelling is highly preferred 	02/05/2022	Online application on AA website
Airport Authority Hong Kong http://www.hongkongairport.com/	1	<ul style="list-style-type: none"> Assist the project team to manage design and construction coordination Perform engineering review to selective design submissions and maintain quality field records 	20/06 - 12/08/2022	\$360 per working day (TBC)	<ul style="list-style-type: none"> Undergraduate in Civil Engineering disciplines Proficient in MS Office Knowledge in CAD and BIM modelling is highly preferred 	02/05/2022	Online application on AA website
Airport Authority Hong Kong http://www.hongkongairport.com/	2	<ul style="list-style-type: none"> Participate in site inspection Assist in safety promotion and the translation of VCommit Newsletter / leaflet Consolidate information and data after conducting the survey Assist in VCommit Independent Safety Assessment (VISA) 	20/06 - 12/08/2022	\$360 per working day (TBC)	<ul style="list-style-type: none"> Undergraduate in Occupational Safety, Health or related disciplines Proficient in MS Office and Chinese typing Good command in both written and spoken English & Chinese 	02/05/2022	Online application on AA website
Airport Authority Hong Kong http://www.hongkongairport.com/	3	<ul style="list-style-type: none"> Assist in the new Air Traffic Control Tower (NAT) construction Assist in T2C substructure and T2C superstructure work 	20/06 - 12/08/2022	\$360 per working day (TBC)	<ul style="list-style-type: none"> Undergraduate in Civil or Structural Engineering disciplines Knowledge in AutoCAD with good computer skill is highly preferred 	02/05/2022	Online application on AA website
Airport Authority Hong Kong http://www.hongkongairport.com/	1	<ul style="list-style-type: none"> Participate in on-site and off-site inspections Participate in design coordination meetings/ workshops in developing practical engineering solutions Assist in BIM model review to facilitate interdisciplinary coordination 	20/06 - 12/08/2022	\$360 per working day (TBC)	<ul style="list-style-type: none"> Undergraduate in Architecture, Civil or Structural Engineering disciplines Keen in major infrastructure projects in particular to facade and/ or steelwork 	02/05/2022	Online application on AA website

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Airport Authority Hong Kong http://www.hongkongairport.com/	1	<ul style="list-style-type: none"> Support the Third Runway Concourse Foundation and Substructure Works Project Team Organize construction information (drawings and documentation) Prepare meeting notes Organize meeting schedule for team members 	20/06 - 12/08/2022	\$360 per working day (TBC)	<ul style="list-style-type: none"> Undergraduate in Civil, Structural Engineering disciplines 	02/05/2022	Online application on AA website
Airport Authority Hong Kong http://www.hongkongairport.com/	2	<ul style="list-style-type: none"> Support project architects and engineers in preconstruction work Assist in design and project management activities 	20/06 - 12/08/2022	\$360 per working day (TBC)	<ul style="list-style-type: none"> Undergraduate in Architectural or Construction management related disciplines 	02/05/2022	Online application on AA website
Airport Authority Hong Kong http://www.hongkongairport.com/	1	<ul style="list-style-type: none"> Assist in the preparation of overlays, PowerPoints, programme, minutes and other documents for meetings Conduct research and analysis on As-Built drawings vs planned 	20/06 - 12/08/2022	\$360 per working day (TBC)	<ul style="list-style-type: none"> Undergraduate in Civil Engineering disciplines 	02/05/2022	Online application on AA website
Airport Authority Hong Kong http://www.hongkongairport.com/	1	<ul style="list-style-type: none"> Assist in preparation work of HKIA Standards Manual Phase 2 Conduct literature review, data collection and surveys using programming software (e.g. python and R) 	20/06 - 12/08/2022	\$360 per working day (TBC)	<ul style="list-style-type: none"> Undergraduate in Statistics, Data Science, Data Analytics or related disciplines Proficient in programming software (e.g. PowerBI, python and R) is an advantage Proficient in MS Office Strong sense of responsibility Good communication and interpersonal skills 	02/05/2022	Online application on AA website

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Airport Authority Hong Kong http://www.hongkongairport.com/	1	<ul style="list-style-type: none"> Conduct market research on the industry's best practices of retail digital trends Assist in the User Acceptance Testing (UAT) of digital initiatives Assist in data analytics related projects (e.g. data analysis in Google Analytics, data visualization in Tableau, etc.) Coordinate with contractors and internal parties to ensure smooth operation 	20/06 - 12/08/2022	\$360 per working day (TBC)	<ul style="list-style-type: none"> Undergraduate in Marketing, Business, IT, Data Analytics or Digital related disciplines Proficient in MS Office Knowledge in Google Analytics and Tableau is highly preferred Creative, innovative and independent Good analytical and organizational skills Excellent command in both written and spoken English & Chinese 	02/05/2022	Online application on AA website
Airport Authority Hong Kong http://www.hongkongairport.com/	1	<ul style="list-style-type: none"> Maintain data updates to ensure Tableau dashboard users can obtain in-time data for analysis Identify new possible data sources from the EAP to enable more angles of analysis Assist in automating data cleansing process and leveraging appropriate computer languages Assist in creating new dashboards and Tableau users in the Department for their every-day use of the analytic platform 	20/06 - 12/08/2022	\$360 per working day (TBC)	<ul style="list-style-type: none"> Undergraduate in Computer Science, Statistics, Quantitative Analysis or related disciplines Proficient in MS Office and data visualization tool Creative, innovative and independent Good analytical and organizational skills Excellent command in both written and spoken English & Chinese 	02/05/2022	Online application on AA website
Airport Authority Hong Kong http://www.hongkongairport.com/	1	<ul style="list-style-type: none"> Conduct big data analysis on baggage handling systems (MICS, RBAS, BMS) and create daily log with the use of Python/ Excel/ Tableau with recommended solutions Consolidate respective findings into a coherent presentation for internal and external meetings 	20/06 - 12/08/2022	\$360 per working day (TBC)	<ul style="list-style-type: none"> Undergraduate in any discipline Proficient in MS Office Good data analytical skills Proficient in programming language (e.g. Tableau) 	02/05/2022	Online application on AA website

Company name and company website	No. of intern places	Main job duties	Internship period (minimum 4 weeks) e.g. dd/mm – dd/mm/2022	Monthly honorarium to intern (HK\$)	Specific requirements (if any) e.g. area of study/ skill / language	Application deadline	How to apply (Use the MATF application form)
Airport Authority Hong Kong http://www.hongkongairport.com/	2	<ul style="list-style-type: none"> Assist in the development of Work Management Application (WMA) to monitor contractor performance on new baggage handling systems Monitor and identify areas of enhancement in current operation procedures of Autonomous Electric Tractor and report recommended solutions Consolidate and report respective findings with recommended solutions 	20/06 - 12/08/2022	\$360 per working day (TBC)	<ul style="list-style-type: none"> Undergraduate in any discipline Proficient in MS Office Good data analytical skills Proficient in programming languages (e.g. Tableau, Excel VBA and Python) Good communication skills 	02/05/2022	Online application on AA website
Airport Authority Hong Kong http://www.hongkongairport.com/	2	<ul style="list-style-type: none"> Conduct quantitative analysis and data mining to provide data-driven insights <ul style="list-style-type: none"> Understand business needs and build visualized dashboards/ reports Develop data transformation for analytical and dashboard needs Perform data visualisation for monitoring airport operation and business performance 	20/06 - 12/08/2022	\$360 per working day (TBC)	<ul style="list-style-type: none"> Undergraduate in Data Science, Computer Science or related disciplines Good knowledge of Statistics, Report Visualization and Data Analysis Proficient skills with analytical and BI tools, e.g. R/Python, Tableau, MS Access, SAS, VBA and SQL etc. 	02/05/2022	Online application on AA website
Airport Authority Hong Kong http://www.hongkongairport.com/	1	<ul style="list-style-type: none"> Assist in the development of process automation Build prototype by using new tools Support the implementation of system project 	20/06 - 12/08/2022	\$360 per working day (TBC)	<ul style="list-style-type: none"> Undergraduate in Computer Science, Information Systems or any related disciplines Proficient in MS Office Excellent command in both written and spoken English & Chinese 	02/05/2022	Online application on AA website

Company name and company website	No. of intern places	Main job duties	Internship period (minimum 4 weeks) e.g. dd/mm – dd/mm/2022	Monthly honorarium to intern (HK\$)	Specific requirements (if any) e.g. area of study/ skill / language	Application deadline	How to apply (Use the MATF application form)
Airport Authority Hong Kong http://www.hongkongairport.com/	2	<ul style="list-style-type: none"> Support the project team to work with supplier, IT team and business users on Fleet Orchestration PoC project & Toilet Delivery Robot PoC project Assist in the innovation lab setup and renovation activities 	20/06 - 12/08/2022	\$360 per working day (TBC)	<ul style="list-style-type: none"> Undergraduate in Computer Science, Information System, Engineering or Data Science disciplines 	02/05/2022	Online application on AA website
Airport Authority Hong Kong http://www.hongkongairport.com/	2	<ul style="list-style-type: none"> Assist in product and user experience designs, trials and testing for MyTAG Pro Assist in content development, launch arrangements and promotions of Airport Community App, WeChat and My HKG App Assist in the collection of travel market statistics and conduct research on digital platforms in the market 	20/06 - 12/08/2022	\$360 per working day (TBC)	<ul style="list-style-type: none"> Undergraduate in Business Administration, Marketing & Advertising, Digital Marketing or E-Commerce are preferred Excellent command in written & spoken English Creative, open-minded and presentable 	02/05/2022	Online application on AA website
Airport Authority Hong Kong http://www.hongkongairport.com/	1	<ul style="list-style-type: none"> Assist in development, trials and testing of Smartphone Token Enrolment and Bag Drop & Auto Tax Refund Assist in Single Token extension projects Conduct researches and analysis of market trends to improve passenger experience with technology Assist in preparation of presentation, on-site works and brainstorming sessions 	20/06 - 12/08/2022	\$360 per working day (TBC)	<ul style="list-style-type: none"> Undergraduate in any discipline, preferably Business Administration, Marketing & Advertising, Digital Marketing or E-Commerce Excellent command in both written and spoken English & Chinese Creative, open-minded with good communication skills 	02/05/2022	Online application on AA website

Company name and company website	No. of intern places	Main job duties	Internship period (minimum 4 weeks) e.g. dd/mm – dd/mm/2022	Monthly honorarium to intern (HK\$)	Specific requirements (if any) e.g. area of study/ skill / language	Application deadline	How to apply (Use the MATF application form)
Airport Authority Hong Kong http://www.hongkongairport.com/	1	<ul style="list-style-type: none"> • Maintain Oracle Financial System data • Maintain accounts receivable and payable routine operations • Conduct other management, financial and project accounting analyses 	20/06 - 12/08/2022	\$360 per working day (TBC)	<ul style="list-style-type: none"> • Undergraduate in Accounting, Finance, Commerce or related disciplines • Proficient in MS Office • Excellent command in both written and spoken English & Chinese 	02/05/2022	Online application on AA website
Airport Authority Hong Kong http://www.hongkongairport.com/	1	<ul style="list-style-type: none"> • Provide general support to the recruitment cycle including job advertisement posting, interview arrangement, new hires formality coordination • Conduct analysis of staff feedback collected from various channels • Consolidate collected training needs and compile analysis • Research on assigned HR topic(s) 	20/06 - 12/08/2022	\$360 per working day (TBC)	<ul style="list-style-type: none"> • Undergraduate in Human Resources Management or other related disciplines • Team player with good communication and interpersonal skills • Proficient in MS Office 	02/05/2022	Online application on AA website
Airport Authority Hong Kong http://www.hongkongairport.com/	1	<ul style="list-style-type: none"> • Assist in legal matters related to airport operations, expansion projects and other projects that Legal Department is working on • Assist in legal research • Assist the Legal Counsel to give legal advice on miscellaneous matters and draft legal documents 	20/06 - 12/08/2022	\$360 per working day (TBC)	<ul style="list-style-type: none"> • Undergraduate in Legal • Proficient in MS Office • Excellent command in both written and spoken English & Chinese 	02/05/2022	Online application on AA website
Airport Authority Hong Kong http://www.hongkongairport.com/	2	<ul style="list-style-type: none"> • Support the Procurement systems and related enhancement projects • Support different Procurement teams to handle procurement 	20/06 - 12/08/2022	\$360 per working day (TBC)	<ul style="list-style-type: none"> • Undergraduate in Purchasing, Supply Management or related disciplines • Proficient in MS Office • Excellent command in both written and spoken English & Chinese 	02/05/2022	Online application on AA website

Company name and company website	No. of intern places	Main job duties	Internship period (minimum 4 weeks) e.g. dd/mm – dd/mm/2022	Monthly honorarium to intern (HK\$)	Specific requirements (if any) e.g. area of study/ skill / language	Application deadline	How to apply (Use the MATF application form)
Airport Authority Hong Kong http://www.hongkongairport.com/	2	<ul style="list-style-type: none"> Assist in stakeholder engagement activities Support the environmental works in Airport Authority Assist in other administrative tasks and logistical support 	20/06 - 12/08/2022	\$360 per working day (TBC)	<ul style="list-style-type: none"> Undergraduate in environmental or sustainability related disciplines Keen in the environmental challenges, sustainability matters, large-scale engineering/ development projects 	02/05/2022	Online application on AA website
Airport Authority Hong Kong http://www.hongkongairport.com/	1	<ul style="list-style-type: none"> Support the internal engagements, training/ communication sessions related to a new payment method Perform the User Acceptance Testing (UAT) for system enhancement projects Support the update of business sections of the Medium Term Note Program offering circular 	20/06 - 12/08/2022	\$360 per working day (TBC)	<ul style="list-style-type: none"> Undergraduate in Accounting, Finance, Business or related disciplines Proficient in MS Office Excellent command in both written and spoken English & Chinese 	02/05/2022	Online application on AA website
Airport Authority Hong Kong http://www.hongkongairport.com/	23 (TBC)	<ul style="list-style-type: none"> Assist in the daily operation of the airport 	04/07 - 19/08/2022 (TBC)	\$360 per working day (TBC)	<ul style="list-style-type: none"> Diploma students at VTC 	30/04/2022 (TBC)	Application via VTC

Company name and company website	No. of intern places	Main job duties	Internship period (minimum 4 weeks) e.g. dd/mm – dd/mm/2022	Monthly honorarium to intern (HK\$)	Specific requirements (if any) e.g. area of study/ skill / language	Application deadline	How to apply (Use the MATF application form)
Asia Airfreight Terminal Co. Ltd. http://www.aat.com.hk/	1	Summer Intern (Marketing Department) <u>Responsibilities:</u> <ul style="list-style-type: none"> • Assist marketing material preparation • Conduct market research for assigned projects • Facilitate marketing activities 	2 months (04/07 - 31/08/2022)	\$9,000	<ul style="list-style-type: none"> • Students studying Degree in any disciplines • Experience in marketing, aviation or logistics will be a definite advantage • Proficiency in MS applications • Proficiency in Photoshop, video making, adobe • Proficiency in Canva • Outgoing, helpful, courteous, creative, with team-spirit 	31/05/2022	<p>Interested parties please send your full resume with reference no. to: Human Resources Department, Asia Airfreight Terminal Co. Ltd., 10 Chun Ping Road, Hong Kong International Airport, Lantau, Hong Kong OR Fax to 2286 0374 OR email to hrd_aat@aat.com.hk</p> <p>To know more about AAT, please visit http://www.aat.com.hk</p>
Asia Airfreight Terminal Co. Ltd. http://www.aat.com.hk/	1	Summer Intern (Human Resources Department) <u>Responsibilities:</u> <ul style="list-style-type: none"> • To assist in data analysis, preparation of reports • To assist in recruitment process • To provide administrative support to Human Resources Department • To assist in handing ad-hoc special projects or assignments 	2 months (04/07 - 31/08/2022)	\$9,000	<ul style="list-style-type: none"> • Students studying tertiary education in any disciplines • Proficiency in MS Applications, especially in Excel • Proficiency in Chinese Word Processing • Good command of spoken and written English and Chinese • Diligent, systematic, active, self-motivated, innovative, good team player with good interpersonal and communication skills 	31/05/2022	<p>Interested parties please send your full resume with reference no. to: Human Resources Department, Asia Airfreight Terminal Co. Ltd., 10 Chun Ping Road, Hong Kong International Airport, Lantau, Hong Kong OR Fax to 2286 0374 OR email to hrd_aat@aat.com.hk</p> <p>To know more about AAT, please visit http://www.aat.com.hk</p>

Company name and company website	No. of intern places	Main job duties	Internship period (minimum 4 weeks) e.g. dd/mm – dd/mm/2022	Monthly honorarium to intern (HK\$)	Specific requirements (if any) e.g. area of study/ skill / language	Application deadline	How to apply (Use the MATF application form)
Asia Airfreight Terminal Co. Ltd. http://www.aat.com.hk/	1	Summer Intern (Human Resources Department - Training) <u>Responsibilities:</u> <ul style="list-style-type: none"> • Assist instructors to facilitate the training course • Provide administrative support • Assist in clerical and documentation work • Handle ad-hoc assignment 	2 months (04/07 - 31/08/2022)	\$9,000	<ul style="list-style-type: none"> • Students studying tertiary education in any disciplines • Proficiency in MS Office especially in Excel, Word, PowerPoint • Good Command of both written and spoken English and Chinese • Well organized with good attention to details • Good presentation and interpersonal skills • Outgoing and confident in communication 	31/05/2022	<p>Interested parties please send your full resume with reference no. to: Human Resources Department, Asia Airfreight Terminal Co. Ltd., 10 Chun Ping Road, Hong Kong International Airport, Lantau, Hong Kong OR Fax to 2286 0374 OR email to hrd_aat@aat.com.hk</p> <p>To know more about AAT, please visit http://www.aat.com.hk</p>

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Asia Airfreight Terminal Co. Ltd. http://www.aat.com.hk/	1	Summer Intern (Finance Department) <u>Responsibilities:</u> <ul style="list-style-type: none"> • To perform data input for A/R into the accounting system, including invoices, credit memos, receipts and journals for Accountant's review. • To perform data input for A/P and fixed assets into the accounting system, including invoices, debt memos, settlement and journals for Accountant's review. • To communicate with relevant departments for invoices supporting and checking. • To ensure all documentations are stocked and/or filled properly and systematically. • To liaise with customers for outstanding amounts. • To handle enquires of airlines or agents customers. • To perform ad-hoc projects when assigned. 	2 months (04/07 - 31/08/2022)	\$9,000	<ul style="list-style-type: none"> • Students studying Higher Diploma in Accountancy, Finance, Computing and other related disciplines or higher • Solid PC knowledge, especially in MS Excel • Energetic and Detail-minded 	31/05/2022	Interested parties please send your full resume with reference no. to: Human Resources Department, Asia Airfreight Terminal Co. Ltd., 10 Chun Ping Road, Hong Kong International Airport, Lantau, Hong Kong OR Fax to 2286 0374 OR email to hrd_aat@aat.com.hk To know more about AAT, please visit http://www.aat.com.hk

Company name and company website	No. of intern places	Main job duties	Internship period (minimum 4 weeks) e.g. dd/mm – dd/mm/2022	Monthly honorarium to intern (HK\$)	Specific requirements (if any) e.g. area of study/ skill / language	Application deadline	How to apply (Use the MATF application form)
Asia Airfreight Terminal Co. Ltd. http://www.aat.com.hk/	1	Summer Intern (Operational Excellence Department) <u>Responsibilities:</u> <ul style="list-style-type: none">• Provide administrative support for the department's daily job tasks• Assist in preparation and co-ordination works for various projects	2 months (04/07 - 31/08/2022)	\$9,000	<ul style="list-style-type: none"> • Students studying tertiary education in Business Administration, Logistics Management, Industrial Engineering or related disciplines • Proficiency in MS Office • Good command of written and spoken English & Chinese • Independent, responsive and willing to learn 	31/05/2022	<p>Interested parties please send your full resume with reference no. to: Human Resources Department, Asia Airfreight Terminal Co. Ltd., 10 Chun Ping Road, Hong Kong International Airport, Lantau, Hong Kong OR Fax to 2286 0374 OR email to hrd_aat@aat.com.hk</p> <p>To know more about AAT, please visit http://www.aat.com.hk</p>
Asia Airfreight Terminal Co. Ltd. http://www.aat.com.hk/	1	Summer Intern (Building Services Department) <u>Responsibilities:</u> <ul style="list-style-type: none">• Assist in planning, coordination & supervision of technical aspects of facility improvement projects• Liaise with internal parties and contractors to resolve operational problems in engineering approach and prepare technical specification/ tender drawings for A&A works/ office renovation. Perform ad-hoc tasks as assigned• Supervise daily operations of services provider of facility management & building maintenance and cleaning services	2 months (04/07 - 31/08/2022)	\$9,000	<ul style="list-style-type: none"> • Students studying Higher Diploma / Bachelor degree in Mechanical, Building Services Engineering or related disciplines • Experience in construction industry will be advantage • Proficiency in MS Office, AutoCAD & MS Project • Knowledge in building regulations, statutory requirements and code of practice in building services installation • Knowledge in metal works & electrical control is advantage • Good team player, outgoing, willing to learn, mature and independent • Strong communication and writing skills 	31/05/2022	<p>Interested parties please send your full resume with reference no. to: Human Resources Department, Asia Airfreight Terminal Co. Ltd., 10 Chun Ping Road, Hong Kong International Airport, Lantau, Hong Kong OR Fax to 2286 0374 OR email to hrd_aat@aat.com.hk</p> <p>To know more about AAT, please visit http://www.aat.com.hk</p>

Company name and company website	No. of intern places	Main job duties	Internship period (minimum 4 weeks) e.g. dd/mm – dd/mm/2022	Monthly honorarium to intern (HK\$)	Specific requirements (if any) e.g. area of study/ skill / language	Application deadline	How to apply (Use the MATF application form)
Aviation Security Company Limited http://www.avseco.com.hk	10	Assist in divisional administrative & clerical work	04/07 – 31/08/2022	HK\$9,000	• None	03/06/2022	Email resume to recruitgen@avseco.com.hk together with MATF application form
Brilliant Jet Limited http://www.jetbrilliant.com	4	<ul style="list-style-type: none"> • Assist in the consolidation of Aircraft Data Library • Conduct Aviation Market Research and Data Analysis • Assist in the development of Digital Marketing Platform • Provide General office administrative and clerical support to team 	01/04 - 31/07/2022	\$9,000 (full time) OR \$5,000 (part time)	<ul style="list-style-type: none"> • Undergraduate degree student • Familiar with Microsoft office applications such as Word, Excel, Outlook and PowerPoint • Proficiency in written and spoken English and Chinese including Putonghua • Self-motivated and independent 	On going	To send application to hr@jetbrilliant.com.hk with email subject [MATF Internship Application//Name of Applicant]
Cathay Pacific Airways Limited https://careers.cathaypacific.com/our-teams/future-talent	20	IT, Digital <ul style="list-style-type: none"> • Assign to work on projects under Digital, IT Solutions or IT Infrastructure team • Interact with managers and collaborate with IT and digital professionals • Apply Knowledge in data analytics, business analysis, IT risk & security, cloud computing or web/ mobile design/ development to work 	04/07 – 19/08/2022 (7 weeks)	\$7,500	<ul style="list-style-type: none"> • Non-final year university / diploma student in any related disciplines with enthusiasm in exploring a career in digital and technology • Innovative, adaptive and open-minded • Proficient in English and Chinese (written & spoken) 	Deadline Passed	Application closed

Company name and company website	No. of intern places	Main job duties	Internship period (minimum 4 weeks) e.g. dd/mm – dd/mm/2022	Monthly honorarium to intern (HK\$)	Specific requirements (if any) e.g. area of study/ skill / language	Application deadline	How to apply (Use the MATF application form)
Cathay Pacific Airways Limited https://careers.cathaypacific.com/our-teams/future-talent	11	Engineering <ul style="list-style-type: none"> • Be attached to one of our engineering teams and given a real life engineering problem to own and solve • Attend industry visits, briefings and skills trainings to gain good understanding on what it takes to deliver a safe, compliant and reliable fleet that connects millions of our passengers each year to meaningful people, places & experiences. • Work alongside and learn from some of the best experts in the field of fleet management and meet other passionate budding Engineers 	04/07 – 19/08/2022 (7 weeks)	\$7,500	<ul style="list-style-type: none"> • HKIE Aircraft Discipline recognized or Washington Accord accredited degree • Excellent command of written and spoken English • Strong analytical and problem solving skills • Excellent interpersonal and team-leading abilities • Creativity and strategic thinking 	Deadline Passed	Application closed
Cathay Pacific Airways Limited https://careers.cathaypacific.com/our-teams/future-talent	5	Digital <ul style="list-style-type: none"> • Assign to work on projects under Holidays and Member Engagement workshops and post workshop experience design strategy • Facilitate the Design System for UX/UI, which is a central repository of all of our design principles, design elements and assets across Web and App of CX • Assign projects for Product delivery, and performance 	04/07 – 19/08/2022 (7 weeks)	\$7,500	<ul style="list-style-type: none"> • Non-final year university / diploma student in any related disciplines with enthusiasm in exploring a career in digital. • Innovative, adaptive and open-minded • Proficient in English and Chinese (written & spoken) <p>Advantageous</p> <ul style="list-style-type: none"> • Knowledge in CSS/HTML/JavaScript • Knowledge in digital analytics technologies such as Google Analytics, tag management systems 	Deadline Passed	Application closed

Company name and company website	No. of intern places	Main job duties	Internship period (minimum 4 weeks) e.g. dd/mm – dd/mm/2022	Monthly honorarium to intern (HK\$)	Specific requirements (if any) e.g. area of study/ skill / language	Application deadline	How to apply (Use the MATF application form)
Cathay Pacific Services Limited	To-be- advised by CPSL	Depending on the department to be attached, interns may be deployed to one of the following sectors based on their academic strengths and personal attributes: Logistics (e.g. terminal services, customer services) Commercial / People	2 or 3 months (Jun to Aug)	To-be- advised by CPSL	<ul style="list-style-type: none"> • Passion in aviation logistics industry is an advantage • Innovative, adaptive and open-minded • Good command of both written and spoken English and Chinese 	31/05/2022	To apply, please email confidential resume to recruitment@cpsl.com.hk
CN Logistics Limited www.cnlogistics.com.hk	5	<ul style="list-style-type: none"> • To support routine duties in various departments related to air cargo; • Other ad hoc / projects duties as assigned 	Jun 2022 - May 2023 (about 2 months of above period)	\$8,000	<ul style="list-style-type: none"> • Business Administration; Supply Chain Management / Aviation / Shipping / Logistics / System Engineering • Proficient Microsoft offices skill, such as MS Word, Excel and Powerpoint 	30/06/2022 for summer interns 2022 31/03/2023 for interns of other period	For interested parties, please apply with a cover letter, detailed resume and the MATF application form to career@cnlogistics.com.hk
DHL Global Forwarding (HK) Limited www.dhl.com	10	<ul style="list-style-type: none"> • Support daily operation including data input, data verification, documentation preparation • Handle export & import freight shipment • Support in team projects 	Jun – Aug 2022 (can extend to Sep 2022)	\$7,500 – \$8,000	Major in logistics / supply chain management	15/06/2022	By email: dgf_recruit.hk@dhl.com
Expeditors Hong Kong Limited www.expeditors.com	7	Air Division <ul style="list-style-type: none"> • To handle document collection and distribution of air shipment in accordance with our operations procedure and customers' requirement • To be responsible for air order taking and pick up arrangements • To monitor the filing system and computerized database 	01/06 – 31/08/2022	\$57/hr (~approx. \$8,500-\$10,000/m)	Applicant should <ul style="list-style-type: none"> • Study in Higher Diploma/ Associate Degree / Degree programmes (non-final year students); • Secondary Six School leavers will also be considered; • Have good command of spoken and written English • Working location at Chek Lap Kok • Standard working hour: 9:00-18:00 (Mon to Fri) 	mid-Jun 2022	By email to hkgpersonnel@expeditors.com with MATF application form

Company name and company website	No. of intern places	Main job duties	Internship period (minimum 4 weeks) e.g. dd/mm – dd/mm/2022	Monthly honorarium to intern (HK\$)	Specific requirements (if any) e.g. area of study/ skill / language	Application deadline	How to apply (Use the MATF application form)
Expeditors Hong Kong Limited www.expeditors.com	1	Distribution Services (Chek Lap Kok) <ul style="list-style-type: none"> To handle document collection and distribution in accordance with our operations procedure and customers' requirement To perform data entry for receiving, order allocation, shipping (including air by coordinating with air team or airline) and inventory management To handle documents like airway bill and computerized database 	01/06 – 31/08/2022	\$57/hr (~approx. \$8,500-\$10,000/m)	Applicant should <ul style="list-style-type: none"> Study in Higher Diploma/ Associate Degree / Degree programmes (non-final year students); Secondary Six School leavers will also be considered; Have good command of spoken and written English Working location at Chek Lap Kok Standard working hour: 9:00-18:00 (Mon to Fri) 	mid-Jun 2022	By email to hkgpersonnel@expeditors.com with MATF application form
Expeditors Hong Kong Limited www.expeditors.com	2	Distribution Services (Tuen Mun) <ul style="list-style-type: none"> To handle document collection and distribution in accordance with our operations procedure and customers' requirement To perform data entry for receiving, order allocation, shipping (including air by coordinating with air team or airline) and inventory management To handle documents like airway bill and computerized database 	01/06 – 31/08/2022	\$52/hr (~approx. \$8,000-\$9,000/m)	Applicant should <ul style="list-style-type: none"> Study in Higher Diploma/ Associate Degree / Degree programmes (non-final year students); Secondary Six School leavers will also be considered; Have good command of spoken and written English Working location at Tuen Mun Standard working hour: 9:00-18:00 (Mon to Fri) 	mid-Jun 2022	By email to hkgpersonnel@expeditors.com with MATF application form

Company name and company website	No. of intern places	Main job duties	Internship period (minimum 4 weeks) e.g. dd/mm – dd/mm/2022	Monthly honorarium to intern (HK\$)	Specific requirements (if any) e.g. area of study/ skill / language	Application deadline	How to apply (Use the MATF application form)
Expeditors Hong Kong Limited www.expeditors.com	2	Accounting <ul style="list-style-type: none"> To prepare data input, validation and filing duties related to service providers of air logistics service To provide clerical support to the Department 	01/06 – 31/08/2022	\$52/hr (~approx. \$8,000-\$9,000/m)	Applicant should <ul style="list-style-type: none"> Study in Higher Diploma/ Associate Degree / Degree programmes (non-final year students); Secondary Six School leavers will also be considered; Have good command of spoken and written English Working location at Kowloon Bay Standard working hour: 9:00-18:00 (Mon to Fri) 	mid-Jun 2022	By email to hkgpersonnel@expeditors.com with MATF application form
Expeditors Hong Kong Limited www.expeditors.com	2	Corporate Account Management <ul style="list-style-type: none"> To prepare data input, validation and filing duties related to air booking To check flight schedule per shipment To provide clerical support to the Department 	01/06 – 31/08/2022	\$52/hr (~approx. \$8,000-\$9,000/m)	Applicant should <ul style="list-style-type: none"> Study in Higher Diploma/ Associate Degree / Degree programmes (non-final year students); Secondary Six School leavers will also be considered; Have good command of spoken and written English Working location at Kowloon Bay Standard working hour: 9:00-18:00 (Mon to Fri) 	mid-Jun 2022	By email to hkgpersonnel@expeditors.com with MATF application form

Company name and company website	No. of intern places	Main job duties	Internship period (minimum 4 weeks) e.g. dd/mm – dd/mm/2022	Monthly honorarium to intern (HK\$)	Specific requirements (if any) e.g. area of study/ skill / language	Application deadline	How to apply (Use the MATF application form)
Expeditors Hong Kong Limited www.expeditors.com	2	Customs Brokerage <ul style="list-style-type: none"> To handle customer declaration for air shipment and associated tasks To maintain and update database for customers including those by air shipment To handle documents like airway bill and computerized database 	01/06 – 31/08/2022	\$52/hr (~approx. \$8,000-\$9,000/m)	Applicant should <ul style="list-style-type: none"> Study in Higher Diploma/ Associate Degree / Degree programmes (non-final year students); Secondary Six School leavers will also be considered; Have good command of spoken and written English Working location at Kowloon Bay Standard working hour: 9:00-18:00 (Mon to Fri) 	mid-Jun 2022	By email to hkgpersonnel@expeditors.com with MATF application form
Federal Express (Hong Kong) Limited	1	Marketing - Product Development Intern You will be working in the Product Development team under Marketing. The daily job duties are monitoring competitive transit time and performing service analysis	01/07 – 31/08/2022	\$8,850	<ul style="list-style-type: none"> Mathematics / Statistics, Business Administration SQL, excel, PowerPoint, Power BI Written and spoken English 	01/08/2022	For interest parties, please apply with detailed resume and the MATF application form to HKGrecruit@fedex.com

Company name and company website	No. of intern places	Main job duties	Internship period (minimum 4 weeks) e.g. dd/mm – dd/mm/2022	Monthly honorarium to intern (HK\$)	Specific requirements (if any) e.g. area of study/ skill / language	Application deadline	How to apply (Use the MATF application form)
Federal Express (Hong Kong) Limited	1	<p>Marketing – eCommerce</p> <p>Intern would directly work with;</p> <ul style="list-style-type: none"> Analysing marketing funnels and customer intent Measuring performance of online and offline campaigns Reporting on marketing KPIs like leads, conversion rates, website traffic and social media engagement Customer surveys and contacts to understand shipping trends, behaviours and needs in the market Analysis of customer data (Vertical, Size, Products, etc) <p>Marketing intern responsibilities include supporting on marketing events and initiatives, tracking advertising costs, researching consumer behaviour, and exploring market trends and opportunities</p> <p>We will support Aviation growth based on developing a framework for how to attract and grow outbound and inbound shipments using FedEx flights in and out of Hong Kong</p>	01/07 – 31/08/2022	\$8,850	<ul style="list-style-type: none"> Business Administration, Marketing Manage digital projects, developing tools and methods for collecting data such as surveys, opinion polls or questionnaires Collecting and analysing data to identify consumer trends Researching consumer opinions and marketing strategies and proposing adjustments to current strategies accordingly Creating graphic representations of data and translating complex research into easily readable content for stakeholders and other departments Preparing marketing proposals and presentations based on company needs Written and spoken English 	01/08/2022	For interest parties, please apply with detailed resume and the MATF application form to HKGrecruit@fedex.com

Company name and company website	No. of intern places	Main job duties	Internship period (minimum 4 weeks) e.g. dd/mm – dd/mm/2022	Monthly honorarium to intern (HK\$)	Specific requirements (if any) e.g. area of study/ skill / language	Application deadline	How to apply (Use the MATF application form)
Federal Express (Hong Kong) Limited	2	Marketing - Forecasting Intern You will be supporting Forecasting team with their daily work and participating in projects including machine-learning forecast project, report automation & dashboard development project, COVID impact on air express volume forecast, etc.	01/07 – 31/08/2022	\$8,850	<ul style="list-style-type: none"> Statistics, Mathematics, Economics, Quantitative Finance, Risk Management Science, Management Science, Engineering, Computer Science Database query skills (e.g. SQL), advanced Excel skills, experience in using visual analytic tools preferred. Written and spoken English Strong analytical, presentation and communication skills 	01/08/2022	For interest parties, please apply with detailed resume and the MATF application form to HKGrecruit@fedex.com
Federal Express (Hong Kong) Limited	1	Marketing - Digital Experience Intern You will be working in Digital Experience team, in particular on a usability study on our web applications for customers to ship and desktop research from other commercial carriers You will be supporting the team with project tasks and team's daily works, and also participating in meetings with other teams and / or customers to assess the usability level and identify opportunities for improvements	01/07 – 31/08/2022	\$8,850	<ul style="list-style-type: none"> Computer Science & Engineering, Marketing Good knowledge on web applications, preferred on shipping tools Technical know-how on application design and agile framework - Preferred Good verbal and written communication skills Written and spoken Chinese; Written and spoken English 	01/08/2022	For interest parties, please apply with detailed resume and the MATF application form to HKGrecruit@fedex.com

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Federal Express (Hong Kong) Limited	1	Marketing - Digital Engagement Intern <ul style="list-style-type: none"> You will be supporting the AMEA Digital Engagement team on a few digital support experience enhancement initiatives You will be expected to perform the following tasks: <ul style="list-style-type: none"> Align with marketing and functional teams to collate information and data and compile into report Prepare project materials by gathering information across our website Carry out review and user acceptance test on the website before project launch Verify page property to ensure data accuracy 	01/07 – 31/08/2022	\$8,850	<ul style="list-style-type: none"> Business Admin, Marketing Well organized, attention to details Communicate well in both written and spoken English Able to work effectively and collaboratively with local and overseas teams Written and spoken English 	01/08/2022	For interest parties, please apply with detailed resume and the MATF application form to HKGrecruit@fedex.com
Federal Express (Hong Kong) Limited	3	HR Intern	01/07 – 31/08/2022	\$8,850	<ul style="list-style-type: none"> Marketing, Research and analytics Research and provide recommendations on Internship, GT programs by assessing both FedEx current state and external market practices Written and spoken English Good communication skills 	01/08/2022	For interest parties, please apply with detailed resume and the MATF application form to HKGrecruit@fedex.com

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Federal Express (Hong Kong) Limited	1	Marketing-Network Revenue Optimization Intern	01/07 – 31/08/2022	\$8,850	<ul style="list-style-type: none"> Database query skills (e.g. SQL), advanced Excel skills Written and spoken English Strong analytical, presentation & communication skills 	01/08/2022	For interest parties, please apply with detailed resume and the MATF application form to HKGrecruit@fedex.com
Federal Express (Hong Kong) Limited	1	Product and Solutions - Data Analytics Intern	01/07 – 31/08/2022	\$8,850	<ul style="list-style-type: none"> Data Sciences, Computer Science and Engineering Data Extraction, Data Analytics - experienced in Process Data Query, SQL, Power BI reports Written and spoken English; Speaking fluent and understood by non-HK based staff Able to commit to full time during the internship period, candidate can work remotely 	01/08/2022	For interest parties, please apply with detailed resume and the MATF application form to HKGrecruit@fedex.com
Federal Express (Hong Kong) Limited	2	Sales Enablement Intern	01/07 – 31/08/2022	\$8,850	<ul style="list-style-type: none"> Business Administration, Computer Science & Engineering, Marketing Written and spoken English 	01/08/2022	For interest parties, please apply with detailed resume and the MATF application form to HKGrecruit@fedex.com
Federal Express (Hong Kong) Limited	3	Marketing Intern	01/07 – 31/08/2022	\$8,850	<ul style="list-style-type: none"> Business Administration, Engineering, Mathematics, Marketing, Statistics, Social Science Microsoft office (Excel, Word), SQL, VBA Written and spoken Chinese; Written and spoken English 	01/08/2022	For interest parties, please apply with detailed resume and the MATF application form to HKGrecruit@fedex.com

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Federal Express (Hong Kong) Limited	3	Operations Intern	01/07 – 31/08/2022	\$8,850	<ul style="list-style-type: none"> • Computer Science and Engineering • PHP, Java Script, HTML, Database, Process data query (SQL) • Written and spoken English and Chinese 	01/08/2022	For interest parties, please apply with detailed resume and the MATF application form to HKGrecruit@fedex.com
Federal Express (Hong Kong) Limited	1	AMEA Marketing - Customer Analytics and Insights Intern	01/07 – 31/08/2022	\$8,850	<ul style="list-style-type: none"> • A bright candidate with strong sense around numbers • Highly competent in SQL, advanced MS Excel, Word, Access users. Python and Power BI hands on knowledge is a plus • Highly resilient, collaborative, flexible individual with growth mindset. Excellence in communication and presentation • Passion to learn and self-motivated to strive excellence 	01/08/2022	For interest parties, please apply with detailed resume and the MATF application form to HKGrecruit@fedex.com
Federal Express (Hong Kong) Limited	2	People Operation Internship	01/07 – 31/08/2022	\$8,850	<ul style="list-style-type: none"> • Analytics research and recommendations on people matters, such as employees well-being, logistics frontline hiring issues etc; • digitalization of personal files, • support talent acquisition activities, • good communication skill in both written and spoken English 	01/08/2022	For interest parties, please apply with detailed resume and the MATF application form to HKGrecruit@fedex.com

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Federal Express (Hong Kong) Limited	1	People Operation Internship	01/07 – 07/10/2022	\$8,850	<ul style="list-style-type: none"> Analysing marketing funnels and customer intent Measuring performance of online and offline campaigns Reporting on marketing KPIs like leads, conversion rates, website traffic and social media engagement Customer surveys and contacts to understand shipping trends, behaviours and needs in the market Analysis of customer data (Vertical, Size, Products, etc) Marketing intern responsibilities include supporting on marketing events and initiatives, tracking advertising costs, researching consumer behaviour, and exploring market trends and opportunities We will support Aviation growth based on developing a framework for how to attract and grow outbound and inbound shipments using FedEx flights in and out of Hong Kong 	01/08/2022	For interest parties, please apply with detailed resume and the MATF application form to HKGrecruit@fedex.com

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Hongkong Association of Freight Forwarding & Logistics Ltd. https://www.haffa.com.hk	2	Perform administrative support to the Secretariat Office including but not limited to the <ul style="list-style-type: none"> • Freight Logistics Training courses • Airline Import Shipment Release System (AISRS) • Annual Member Directory Publication • Annual Dinner Event • Sport & Recreation • Visit / Seminar • Social Media & Promotion, • Reception & Phone enquires • Filing & Scanning 	23/05 - 31/08/2022 (any 3 months)	\$9,000	<ul style="list-style-type: none"> • non-final year undergraduates preferably in Business Administration/ Logistics / Supply Chain Management /Aviation or related discipline • Good command of written and spoken English and Chinese • Knowledge in MS Office skills 	20/05/2022	By email to recruit@haffa.com.hk with resume
Hong Kong Aircraft Engineering Company Limited (HAECO) http://www.haeco.com/	7	To assist the following departments in completing the assigned projects: <ul style="list-style-type: none"> • Base Maintenance • Human Resources • Line Maintenance • Material Management • Planning & Production Control • Safety & Environmental • Technical Services 	01/06 – 31/08/2022	\$7,500	A university degree majoring in Aerospace Engineering, Mechanical Engineering, Industrial Engineering, Science, Statistics, Business, Supply Chain Management, Computer Science or other related disciplines	24/04/2022	HAECO website, Jobsdb, JISIS

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Hong Kong Airlines Limited https://www.hkairlines.com	20	As an Intern, you will be assigned to one of the following department: <ul style="list-style-type: none"> • Flight Operation • Service Delivery • Maintenance and Engineering • Corporate Safety, Quality Assurance & Security • Commercial & Digital Transformation • HR & Administration Department • Other departments Main job duties <ul style="list-style-type: none"> • Support daily aviation operations; • Support in the ongoing aviation projects and administrative tasks; • Take up ad hoc duties as assigned by superior 	Early July 2022 – end of Aug 2022	\$7,500	<ul style="list-style-type: none"> • Non-final year undergraduates preferably in Aviation/Business Administration/ Logistics / Supply Chain Management or related discipline • Excellent command of written and spoken English • Strong analytical and problem solving skills 	24/06/2022	Interested parties, please visit our career website and submit your full resume with MATF Application
Hong Kong Express Airways Limited https://www.hkexpress.com/	3	Brand & Marketing Strategies Across The Customer Journey	Max 3 months between Jun - Aug	\$7,500	Marketing, Digital Marketing, Advertising, Creative Media	31/05/2022	The job will be opened and created Career Page on 25 Apr
Hong Kong Express Airways Limited https://www.hkexpress.com/	2	End-to-end Digital Journey and Customer Experiences	Max 3 months between Jun - Aug	\$7,500	Digital analytics / IT / eCommerce	31/05/2022	The job will be opened and created Career Page on 25 Apr
Hong Kong Express Airways Limited https://www.hkexpress.com/	1	Financial Analysis and Process Improvements	Max 3 months between Jun - Aug	\$7,500	Financial Accounting, Financial Analysis	31/05/2022	The job will be opened and created Career Page on 25 Apr

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Hong Kong Express Airways Limited https://www.hkexpress.com/	2	People Journey & Experience Transformation	Max 3 months between Jun - Aug	\$7,500	Creative writing, content management, social media comm, etc.	31/05/2022	The job will be opened and created Career Page on 25 Apr
Hong Kong Express Airways Limited https://www.hkexpress.com/	5	Digital Technologies and Solutions in Aviation Industry	Max 3 months between Jun - Aug	\$7,500	Strong business sense; Knowledge in emerging digital technologies, Marketing, Tech or Digital related knowledge	31/05/2022	The job will be opened and created Career Page on 25 Apr
Hong Kong Express Airways Limited https://www.hkexpress.com/	1	Quality & Safety Management System and Compliance Related Dashboard	Max 3 months between Jun - Aug	\$7,500	Data analysis and data management; Computer literacy and proficiency	31/05/2022	The job will be opened and created Career Page on 25 Apr
Hong Kong Express Airways Limited https://www.hkexpress.com/	1	Ground Operations and Airline Digitalization	Max 3 months between Jun - Aug	\$7,500	Customer-focus mindset	31/05/2022	The job will be opened and created Career Page on 25 Apr
Hong Kong Express Airways Limited https://www.hkexpress.com/	1	In-flight Operational Analysis and Digitalization	Max 3 months between Jun - Aug	\$7,500	Independent, flexible, good analytical and problem-solving skills	31/05/2022	The job will be opened and created Career Page on 25 Apr
Hong Kong Express Airways Limited https://www.hkexpress.com/	1	Engineering Data Improvement and Maintenance Forecasting Project	Max 3 months between Jun - Aug	\$7,500	Aviation engineering knowledge	31/05/2022	The job will be opened and created Career Page on 25 Apr

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Hong Kong Express Airways Limited https://www.hkexpress.com/	1	Efficient Aircraft Spare Parts Inventory Management	Max 3 months between Jun - Aug	\$7,500	Aviation engineering/ supply chain management knowledge	31/05/2022	The job will be opened and created Career Page on 25 Apr
Hong Kong Express Airways Limited https://www.hkexpress.com/	1	Fleet Management Improvement Project	Max 3 months between Jun - Aug	\$7,500	Aviation engineering knowledge	31/05/2022	The job will be opened and created Career Page on 25 Apr
Hong Kong Express Airways Limited https://www.hkexpress.com/	1	Aircraft Quality and Airworthiness Management	Max 3 months between Jun - Aug	\$7,500	Aviation engineering / QA knowledge	31/05/2022	The job will be opened and created Career Page on 25 Apr
Hong Kong Express Airways Limited https://www.hkexpress.com/	1	Automation & Transformation for Crew Rostering	Max 3 months between Jun - Aug	\$7,500	Cloud computing and data analytics	31/05/2022	The job will be opened and created Career Page on 25 Apr
Hong Kong Express Airways Limited https://www.hkexpress.com/	1	Business Continuity and Emergency Response Planning	Max 3 months between Jun - Aug	\$7,500	Aviation Management, Business Administration, Legal background	31/05/2022	The job will be opened and created Career Page on 25 Apr
Hong Kong Express Airways Limited https://www.hkexpress.com/	3	Customer & Branding Experience Transformation	Max 3 months between Jun - Aug	\$7,500	Aviation Management, Business Administration, Legal background	31/05/2022	The job will be opened and created Career Page on 25 Apr

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Jardine Airport Services Limited www.jasg.com	8	Handle import / export air cargo documentation	04/07 – 31/08/2022	\$50/hr	Aviation / logistic	17/06/2022	Send CV to billy.lui@jasg.com
John Swire & Sons (H.K.) Limited https://leadership.swire.com	40	Work on business-related projects at Cathay Pacific Airways or HAECO to help achieve business goals.	04/07 – 24/08/2022	\$10,000	Please visit our website https://leadership.swire.com/en/our-programmes/swire-summer-internship-programme for more details.	20/02/2022	Online application via https://leadership.swire.com/en/our-programmes/swire-summer-internship-programme (Recruitment concluded already)
Kintetsu World Express (HK) Limited www.kwehkg.com.hk	4	<ul style="list-style-type: none"> Assist in air export department daily operations Support administrative functions and maintain filing system of air cargo's airway bill and invoice Perform other supportive ad hoc duties as assigned 	Jun – Sep 2022 (Any 2 months)	\$8,000 - \$9,000	<ul style="list-style-type: none"> Secondary six graduates or above, preferably non-final year undergraduates in Business Administration, Aviation, Logistics, Supply Chain Management or other related disciplines Responsible and mature with good interpersonal and communication skills Good command of English and Chinese in both written and spoken forms Proficient in office applications 	15/07/2022	By email to kwehkg.recruit@kwe.com with a covering letter and resume

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Metrojet Limited https://www.metrojet.com/zh-hant/	2	Intern, Continuing Airworthiness Management Organization <ul style="list-style-type: none"> • Run the project “Aircraft Type Certificate Validation, Registration change and Certificate of Airworthiness” • Manage aircraft certificates and operation approvals e.g., certificate of registration, certificate of airworthiness, radio station licence, noise certificate, etc. • Manage aircraft technical logs, airframe logbook, engine logbooks and maintenance records • Manage aircraft delivery documents e.g., OEM’s logbooks, completion manuals, completion reports, STC, drawings, etc. • Assist communication with Flight Ops department, Maintenance Repair Organization, aircraft manufacturer, authorities, etc. • Assist ad-hoc projects / tasks as instructed by the management e.g., certificate of airworthiness renewal process with HKCAD, revise approved maintenance schedule and minimum equipment list, aircraft ownership transfer, etc 	01/07 – 31/08/2022	\$10,000	<ul style="list-style-type: none"> • Non-final year full time local students from any undergraduate programmes of the eight University Grants Committee (UGC)-funded education institutions, the Hang Seng University of Hong Kong, Hong Kong Shue Yan University, the Metropolitan University of Hong Kong in any discipline related to aircraft or aviation • A Hong Kong resident • lawfully employable in Hong Kong • Computer literacy • Strong analytical and problem-solving skills • Creativity and strategic thinking • Good command in both written and spoken English is essential 	18/06/2022	By email to hr@metrojet.com

Company name and company website	No. of intern places	Main job duties	Internship period (minimum 4 weeks) e.g. dd/mm – dd/mm/2022	Monthly honorarium to intern (HK\$)	Specific requirements (if any) e.g. area of study/ skill / language	Application deadline	How to apply (Use the MATF application form)
Metrojet Limited https://www.metrojet.com/zh-hant/	1	Intern, Client Relations <ul style="list-style-type: none"> • Assist ad-hoc projects / tasks as instructed by the management • Prepare, verify and deliver any client periodic or ad hoc report, analysis and proposal • Coordinate with Flight Operations department on various issues such as but not limited to trip arrangement, crew annual leave, crew training etc. • Coordinate with Finance department on performing cost and budget analysis • Assist record keeping and filing 	01/07 – 31/08/2022	\$10,000	<ul style="list-style-type: none"> • Non-final year full time local students from any undergraduate programmes of the eight University Grants Committee (UGC)-funded education institutions, the Hang Seng University of Hong Kong, Hong Kong Shue Yan University, the Metropolitan University of Hong Kong • Good interpersonal and communication skills • Enthusiastic and willing to learn • Organized with a strong appreciation of structures and processes • Good command of spoken and written English and Chinese • Computer literacy, especially MS Word, Excel and PowerPoint, preferably Chinese (traditional and simplified) input and MS Access 	18/06/2022	By email to hr@metrojet.com

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Metrojet Limited https://www.metrojet.com/zh-hant/	1	Intern, Commercial <u>1. Business Development</u> a. Manage and adopt support tools for new business regarding sales pipeline lead-creation and customer relationship management. b. Build and design a brand-new presentation deck for sales pitches. c. Update and prepare proposals for various business units, and recommend improvements. d. Support sales activities as need arises. <u>2. Participate in Business Projects</u> a. Drive in-house office project, which entails managing office renovation and idea generation on working from home policies. b. Assist and research in entity incorporation solutions to align with company needs. c. Support process improvement to increase corporate efficiency and achieve cost savings. d. Ad hoc project support as required. <u>3. Contractual Support</u> a. Monitor contract status and ensure they are negotiated, reviewed and renewed in a timely manner. b. Support Commercial Team in drafting agreements, letters and other documents. c. Review various agreements for the Company as required.	01/07 – 31/08/2022	\$10,000	<ul style="list-style-type: none"> • Non-final year full time local students from any undergraduate programmes of the eight University Grants Committee (UGC)-funded education institutions, the Hang Seng University of Hong Kong, Hong Kong Shue Yan University, the Metropolitan University of Hong Kong in business, management, law, accounting or related discipline • Excellent command of spoken and written Chinese and English • Excellent interpersonal, communication, influencing and analytical skills • A team player • Excellent attention to detail • Enjoys meticulous work such as data analysis and report creation • Organised and able to work under short deadlines • Presentable, mature and confident character • Knowledge of CRM system is an advantage • Advanced computer literacy, especially MS Word, Excel, and PowerPoint 	18/06/2022	By email to hr@metrojet.com

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Metrojet Limited https://www.metrojet.com/zh-hant/	2	Intern, Finance <ul style="list-style-type: none"> • Support daily operations in Finance, including invoice processing, voucher generation and month end reporting • Assist in business presentations and attend meetings • Understand the operation of aviation industry and facilitate the system revamp and drive operational improvement • Assist in fixed assets physical count & stock count • Handle ad hoc tasks assigned by the supervisor 	01/07 – 31/08/2022	\$10,000	<ul style="list-style-type: none"> • Non-final year full time local students from any undergraduate programmes of the eight University Grants Committee (UGC)-funded education institutions, the Hang Seng University of Hong Kong, Hong Kong Shue Yan University, the Metropolitan University of Hong Kong in Accounting or Finance • Mature, independent and able to work with minimum supervision • Able to communicate in both spoken and written English, Cantonese and Mandarin • Experience with SAP Business One is a plus • 	18/06/2022	By email to hr@metrojet.com

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Metrojet Limited https://www.metrojet.com/zh-hant/	1	Intern, Human Resources <ul style="list-style-type: none"> • Perform recruitment activities such as prepare job description, post job vacancies, schedule interviews, conduct interview, performance reference check, administer onboarding logistics and orientation programme. • Handle staff movement and off-boarding process. • Provide clerical support such as data entry and record keeping etc. Process documentation and prepare HR reports. • Coordinate HR projects and activities. • Handle other ad-hoc duties as assigned. 	01/07 – 31/08/2022	\$10,000	<ul style="list-style-type: none"> • Non-final year full time local students from any undergraduate programmes of the eight University Grants Committee (UGC)-funded education institutions, the Hang Seng University of Hong Kong, Hong Kong Shue Yan University, the Metropolitan University of Hong Kong in Human Resources or related disciplines • With HR working experience is an advantage • Well versed with Hong Kong Employment Ordinance and other related ordinances • Excellent communication and organizational skills • Mature and independent • Customer oriented and ability to influence all levels of staff • Detail minded and result oriented • Strong ethics and reliability 	18/06/2022	By email to hr@metrojet.com

Company name and company website	No. of intern places	Main job duties	Internship period (minimum 4 weeks) e.g. dd/mm – dd/mm/2022	Monthly honorarium to intern (HK\$)	Specific requirements (if any) e.g. area of study/ skill / language	Application deadline	How to apply (Use the MATF application form)
Metrojet Limited https://www.metrojet.com/zh-hant/	2	Intern, IT <ul style="list-style-type: none"> • Support IT daily Operations and helpdesk support. • Handle the IT incident and Request via Email/ Ticket System/ Phone call • Participate in application design, development and implementation of aviation applications such as Corridor aviation service software and Flight Operation System • Prepare technical documentation • Report to IT Manager 	01/07 – 31/08/2022	\$10,000	<ul style="list-style-type: none"> • Non-final year full time local students from any undergraduate programmes of the eight University Grants Committee (UGC)-funded education institutions, the Hang Seng University of Hong Kong, Hong Kong Shue Yan University, the Metropolitan University of Hong Kong in Computer Science or related • Experience in troubleshooting on IT related issues • Experience of writing official documentation or IT Policy • Good command in Cantonese and English, Putonghua • Willing to learn, self-initiative and work independent. • Good interpersonal skill, telephone manner and service attitude 	18/06/2022	By email to hr@metrojet.com



Company name and company website	No. of intern places	Main job duties	Internship period (minimum 4 weeks) e.g. dd/mm – dd/mm/2022	Monthly honorarium to intern (HK\$)	Specific requirements (if any) e.g. area of study/ skill / language	Application deadline	How to apply (Use the MATF application form)
Metrojet Limited https://www.metrojet.com/zh-hant/	1	Intern, Safety & Quality <ul style="list-style-type: none"> • Assist in safety and quality data analysis, data entry and project development and task(s)/ finding(s) following up. • Facilitate the operational team to complete the quality improvement initiatives and provide the visualisation of improvement progress. • Assist in routine safety and safety surveillance • Assist in data management in training record and authorisation. • Assist in training material preparation for continuation training. • 	01/07 – 31/08/2022	\$10,000	<ul style="list-style-type: none"> • Non-final year full time local students from any undergraduate or sub-degree programmes of the eight University Grants Committee (UGC)-funded education institutions, the Hang Seng University of Hong Kong, Hong Kong Shue Yan University, the Open University of Hong Kong and the Vocational Training Council; and • No working experience is required to apply for the Internship Programme. Your training, education, advance course work or skills should benefit the Metrojet Limited during your internship. • Excellent communication and Microsoft Office Suite skills required. • Organized, detail oriented, self-motivated, handles multiple tasks, problem solving skills, and the ability to set and meet deadlines. • General knowledge of National Aviation Authorities Regulations, and procedures regarding aviation safety and quality. 	18/06/2022	By email to hr@metrojet.com

Metrojet Limited https://www.metrojet.com/zh-hant/	1	Intern, Marketing <ul style="list-style-type: none"> • Assist in the planning and execution of different events, photo and video production activities, marketing campaigns, internal and external collaborations, and website revamp project. • Work closely with vendors and suppliers to prepare the corporate collaterals and other communication materials. • Design and create marketing content and related materials including digital visuals for all company communication channels and social media platforms. • Update, monitor and respond appropriately to the company website, intranet, and social media platforms. • Develop reports on social media performance and other market activities within digital and social media spaces. • Provide operation and administrative support for the Marketing team and any other (ad hoc) duties as deemed appropriate by the Manager, Marketing, Communications and Corporate Administration. • Work closely with other Administration team members to provide administration assistance to office staff • Ensure the Corporate Administration policies and procedures are followed and executed. Assist in creating, reviewing, and updating office policies and procedures to be in line with business requirements 	01/07 – 31/08/2022	\$10,000	<ul style="list-style-type: none"> • Non-final year full time local students from any undergraduate programmes of the eight University Grants Committee (UGC)-funded education institutions, the Hang Seng University of Hong Kong, Hong Kong Shue Yan University, the Metropolitan University of Hong Kong in Marketing or relevant discipline is preferred • Self-motivated, detailed-minded, proactive and positive attitude • Ability to multi-task, work under pressure and meet deadlines, and to take on additional duties where necessary • Pleasant with excellent interpersonal and communication skills • Good command of written and spoken English, Chinese and Mandarin • Proficient in MS office applications (Word, Excel, PowerPoint) and Chinese word processing • Familiar with graphics design and video editing tools such as Photoshop and Premiere Pro is preferred • Immediate availability is highly preferred 	18/06/2022	By email to hr@metrojet.com
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		<ul style="list-style-type: none"> • Provide all rounded office administrative support including but not limited to purchase and procurement, invoice and billing, mail services, facility management, permit application and staff event logistics, document formatting • Maintain systematic filing system; keep accurate inventories record for office equipment, stationeries and/or company properties • Assist ad-hoc projects/tasks as instructed by the Manager, Marketing, Communications and Corporate Administration or senior management 					

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Metrojet Limited https://www.metrojet.com/zh-hant/	1	Intern, Maintenance Repair Organization (Engineering) <ul style="list-style-type: none"> The purpose of the Technician Intern is to develop technical skill sets and aviation knowledge to support VVIP business jet's delivery to the customer. The role will also implement and control projects with stakeholders at all levels whilst performing setup, testing, and finalize. Metrojet MRO currently employs highly skilled and experienced aircraft engineers and appearance specialists that hold a vital role in maintaining the client's asset within our organisation. Supported by our Operations & Logistics department that ensure our engineering team are equipped with the right tools, parts and information for every event. These dedicated professionals maintain and repair our fleet of business jet Gulfstream and the aircraft of our maintenance customers. Metrojet has 25 years of aviation as a company, with this internship will give any passionate intern in-depth knowledge and experience within aviation. Assist the project for MRO improvement Assist the production daily operations 	01/07 – 31/08/2022	\$10,000	<ul style="list-style-type: none"> Non-final year full time local students from any undergraduate programmes of the eight University Grants Committee (UGC)-funded education institutions, the Hang Seng University of Hong Kong, Hong Kong Shue Yan University, the Metropolitan University of Hong Kong in Engineering or relevant disciplines Have the ability to read and understand electrical engineering drawings. Basic PC skills. Basic command in both spoken and written English Good interpersonal and communication skills Common sense on basic mechanical knowledge. 	18/06/2022	By email to hr@metrojet.com

Company name and company website	No. of intern places	Main job duties	Internship period (minimum 4 weeks) e.g. dd/mm – dd/mm/2022	Monthly honorarium to intern (HK\$)	Specific requirements (if any) e.g. area of study/ skill / language	Application deadline	How to apply (Use the MATF application form)
Metrojet Limited https://www.metrojet.com/zh-hant/	2	Intern, Maintenance Repair Organization (Operations & Logistics) <ul style="list-style-type: none"> • Support the delivery of all incoming materials and reconcile with purchase orders. • Understanding and creating logistics key performance indicators • Support the logistics supervisor to complete stores functionalities ie GSE project • Assist in Track, documenting, and resolving any discrepancies on received orders. • Support in data accuracy of the facility's inventory system by updating records of physical inventory totals, receipts, adjustments and returns. • Review inventory/supplies and ensure they are within the established minimum and maximum levels. • Data input for canned squawks in line with AED (approved engineering database) 	01/07 – 31/08/2022	\$10,000	<ul style="list-style-type: none"> • Non-final year full time local students from any undergraduate programmes of the eight University Grants Committee (UGC)-funded education institutions, the Hang Seng University of Hong Kong, Hong Kong Shue Yan University, the Metropolitan University of Hong Kong • Good command of Chinese and English, both written and spoken. • Familiar with ERP system and MS Office application • Positive mind with good initiative and work well under pressure • Strong communication, time-management and problem-solving skills. 	18/06/2022	By email to hr@metrojet.com

Company name and company website	No. of intern places	Main job duties	Internship period (minimum 4 weeks) e.g. dd/mm – dd/mm/2022	Monthly honorarium to intern (HK\$)	Specific requirements (if any) e.g. area of study/ skill / language	Application deadline	How to apply (Use the MATF application form)
Plus One Global Consulting Limited	4	<ul style="list-style-type: none"> Industrial research/consultancy projects on Air Cargo Security and Dangerous Goods Regulations (DGR) Assist in developing digital marketing, for aviation compliance consulting projects and training service Training administration coordination 	01/06 – 31/07/2022	\$9,000	<ul style="list-style-type: none"> Year 1, Year 2, or Year 3 University Students Study in Business Administration / Marketing / Operation Management or Supply Chain/Logistics concentration relevant discipline Proactive, cheerful and Good inter-personal communication skills Eager to learn, and meet professional in the industry Be proficient in Microsoft Word, Excel, PowerPoint & Chinese Typing Has strong IT knowledge will be an advantage 	31/05/2022	By Email: hr@plus-one.com.hk
Premiere Logistics (HK) Limited http://www.premiere-logistics.com/hong-kong.html	3	Please see the recruitment advertisement for “Operation Trainee”  Operation Trainee Intern_MA	01/04 - 31/08/2022	\$45 - \$60 /hr	Please see the recruitment advertisement for “Operation Trainee”	31/07/2022	For interested parties, please apply with full resume with expected salary and the MATF application form by email to michelle.leung@premierehkg.com
Premiere Logistics (HK) Limited http://www.premiere-logistics.com/hong-kong.html	2	Please see the recruitment advertisement for “Marketing Trainee”  Marketing Trainee Intern_MA	01/04 - 31/08/2022	\$45 - \$60 /hr	Please see the recruitment advertisement for “Operation Trainee”	31/07/2022	For interested parties, please apply with full resume with expected salary and the MATF application form by email to michelle.leung@premierehkg.com

Company name and company website	No. of intern places	Main job duties	Internship period (minimum 4 weeks) e.g. dd/mm – dd/mm/2022	Monthly honorarium to intern (HK\$)	Specific requirements (if any) e.g. area of study/ skill / language	Application deadline	How to apply (Use the MATF application form)
SATS (HK) Limited http://www.satshk.com	60	Provide the ground handling services at Hong Kong International Airport including but not limited to passenger handling, ramp handling, flight operations, baggage handling, load control, etc.	04/07 – 31/08/2022	Around \$8,775 - \$10,530	F.6 or above; Minimum Level 2 in English and Chinese language in HKDSE or equivalent.	30/06/2022	Interested candidate please send the resume to satshk_recruit@satshk.com with the position of “Internship Trainee 2022”.
SF Supply Chain (Hong Kong) Limited (Aviation Sector)	1	<ul style="list-style-type: none"> • Provide administrative and clerical support to the HR department • Assist in HR projects e.g. MT program 2022 	06/2022 - 08/2022	\$500 per day (equivalent to \$13,000 per month)	University Undergraduates (non-final year) preferably in Human Resources Management	31/05/2022	Direct application via dsc_recruit.hk@sf-dsc.com
SF Supply Chain (Hong Kong) Limited (Aviation Sector)	1	<ul style="list-style-type: none"> • Provide administrative support to wide variety of project relating to commercial contracts in Legal department • Assist in company secretarial matters 	06/2022 - 08/2022	\$500 per day (equivalent to \$13,000 per month)	University Undergraduates (non-final year) preferably in Business or Supply Chain Management	31/05/2022	Direct application via dsc_recruit.hk@sf-dsc.com
SF Supply Chain (Hong Kong) Limited (Aviation Sector)	1	<ul style="list-style-type: none"> • Provide administrative and clerical support to the Procurement department • Assist in maintaining procurement system 	06/2022 - 08/2022	\$500 per day (equivalent to \$13,000 per month)	University Undergraduates (non-final year) preferably in Purchasing or Supply Chain Management	31/05/2022	Direct application via dsc_recruit.hk@sf-dsc.com
SF Supply Chain (Hong Kong) Limited (Aviation Sector)	31	<ul style="list-style-type: none"> • Assist in daily operations of the warehouse/ stock take project in operation department 	06/2022 - 08/2022	\$500 per day (equivalent to \$13,000 per month)	University Undergraduates (non-final year) preferably in Supply Chain Management or Logistics	31/05/2022	Direct application via dsc_recruit.hk@sf-dsc.com
SF Supply Chain (Hong Kong) Limited (Aviation Sector)	2	<ul style="list-style-type: none"> • Provide administration support to administration team related to data entry in operation department 	06/2022 - 08/2022	\$500 per day (equivalent to \$13,000 per month)	University Undergraduates (non-final year) preferably in Supply Chain Management or Logistics	31/05/2022	Direct application via dsc_recruit.hk@sf-dsc.com