



Maritime and Aviation Training Fund
Maritime and Aviation Internship Scheme (Aviation)
Aviation-related Internship Places (2023)

*Updated as at
16 May 2023*

Company name and company website	No. of intern places	Main Aviation-related job duties	Internship period (minimum 4 weeks, i.e. 28 days) e.g. dd/mm/2023 – dd/mm/2023	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 for Interns)
Asia Airfreight Terminal Company Limited www.aat.com.hk	1	Summer Intern (Marketing Department) <ul style="list-style-type: none">• Assist marketing material preparation• Conduct market research for assigned projects• Facilitate marketing activities	2 months (03/07/2023 – 30/08/2023)	\$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	31/05/2023	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 www.aat.com.hk

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Asia Airfreight Terminal Company Limited www.aat.com.hk	2	Summer Intern (Human Resources Department) <ul style="list-style-type: none"> • Assist in data analysis, preparation of reports • Assist in recruitment process • Provide administrative support to Human Resources Department • Assist in handling ad-hoc special projects or assignments 	2 months (03/07/2023 – 30/08/2023)	\$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 	31/05/2023	<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 www.aat.com.hk</p>


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Asia Airfreight Terminal Company Limited www.aat.com.hk	1	Summer Intern (Finance Department) <ul style="list-style-type: none"> Perform data input for A/R into the accounting system, including invoices, credit memos, receipts and journals for Accountant's review Perform data input for A/P and fixed assets into the accounting system, including invoices, debt memos, settlement and journals for Accountant's review Communicate with relevant departments for invoices supporting and checking Ensure all documentations are stocked and/or filled properly and systematically Liaise with customers for outstanding amounts Handle enquires of airlines or agents customers Perform ad-hoc projects when assigned 	2 months (03/07/2023 – 30/08/2023)	\$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 	31/05/2023	<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 www.aat.com.hk</p>
Asia Airfreight Terminal Company Limited www.aat.com.hk	2	Summer Intern (Operational Excellence Department) <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 (03/07/2023 – 30/08/2023)	\$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 and Chinese Independent, responsive and willing to learn 	31/05/2023	<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 www.aat.com.hk</p>



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Aviation Security Company Limited www.avseco.com.hk	10	Assist in divisional administrative and clerical work	10/07/2023 – 31/08/2023	\$9,000	Nil	10/06/2023	Email resume to recruitgen@avseco.com.hk together with MATF application form
Brilliant Jet Limited www.jetbrilliant.com/en/index.html	2	<ul style="list-style-type: none"> Responsible for a variety of marketing tasks related to Aviation Assist in planning, implementing and managing the content of the company website and social media channels such as Facebook, Instagram, LinkedIn etc. Create attractive contents and copywriting for social media, website pages and other marketing materials 	01/07/2023 – 31/08/2023	\$7,000	<ul style="list-style-type: none"> Passionate in aviation and eager to learn Good command of written Chinese and English languages Proficiency in using Microsoft Office, PowerPoint and Excel Interests in digital media (website / e-commerce / online advertisement) 	12/06/2023	Submit application form and CV to: ginna.chan@jetbrilliant.com.hk and mimi.leung@jetbrilliant.com.hk
Brilliant Jet Limited www.jetbrilliant.com/en/index.html	2	<ul style="list-style-type: none"> Conduct research on latest market trend of Aviation Industry and understand the need of high-end customer in Business Aviation Prepare simple graphic designs for social media platform 	01/07/2023 – 31/08/2023	\$7,000	<ul style="list-style-type: none"> Passionate in aviation and eager to learn Good command of written Chinese and English languages Interests in digital media (website / e-commerce / online advertisement) 	12/06/2023	Submit application form and CV to: ginna.chan@jetbrilliant.com.hk and mimi.leung@jetbrilliant.com.hk



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Cathay Pacific Airways Limited www.cathaypacific.com/cx/en_HK.html	20	Information Technology <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 and security, cloud computing or web / mobile design / development to work 	03/07/2023 – 18/08/2023	\$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 and spoken) 	Deadline Passed	Application closed
Cathay Pacific Airways Limited www.cathaypacific.com/cx/en_HK.html	15	Engineering <ul style="list-style-type: none"> Attach to one engineering team to solve a real life engineering problem 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 and experiences Work alongside and learn from some of the best experts in the field of fleet management and meet other passionate budding Engineers 	03/07/2023 – 25/08/2023	\$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



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Cathay Pacific Airways Limited www.cathaypacific.com/cx/en_HK.html	10	Engineering <ul style="list-style-type: none"> • Attach to one engineering team to solve a real life engineering problem • Attend industry visits, briefings and skills trainings to gain good understanding on how to deliver a safe, compliant and reliable fleet • Work alongside and learn from SME and passionate Engineers 	18/12/2023 – 26/01/2024	\$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 	30/09/2023	https://careers.cathaypacific.com/


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Cathay Pacific Airways Limited www.cathaypacific.com/cx/en_HK.html	10	Cargo <ul style="list-style-type: none"> • Process airway bill data from cargo forwarders and regulatory check set from authorities • Compile Cargo Load Plan and handle transit accordingly • Carry out pre-manifesting and manifesting according to booking list, load plan and adhere to requirement • Communicate closely with warehouse and Load Control so as to deliver load figures accurately and timely • Handle post-flight documentation and activities according to standards set • Accept various cargo products e.g. general cargo, Pharma LIFT, live animal, dangerous goods, etc. according to the company and industrial standards on safety, security and electronic documentation e.g. E-AWB handling 	01/06/2023 – 31/05/2024	\$9,000 - \$10,000	<ul style="list-style-type: none"> • Minimum HKCEE/HKDSE qualifications, with at least 5 subjects passed including English language, or equivalent • Good command of both spoken and written English. Spoken and written Chinese is preferred • Good analytical, problem solving and planning skills • Able to interact with people at all levels and from different cultural backgrounds • Sound PC knowledge in MS Word, Excel and PowerPoint • Independent and detailed oriented • Manage to work on shift schedules 	Deadline Passed	Application closed


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Cathay Pacific Airways Limited www.cathaypacific.com/cx/en_HK.html	22	HKIA <ul style="list-style-type: none"> • Be the brand representative to provide great customer experience at the airport • Deliver a seamless airport experience to our passengers at the airport • Provide efficient and courteous assistance at various locations such as departure and arrival areas • Prepare flight related documentations to ensure safe and an on-time operations 	Jun 2023 – Jun 2024	\$8,730	<ul style="list-style-type: none"> • Good command in spoken English • Proficiency in Cantonese and Mandarin are an advantage 	Deadline Passed	Application closed
Cathay Pacific Catering Services (H.K.) Limited www.cpcs.com.hk/	1	Intern – Quality <ul style="list-style-type: none"> • Provide clerical support in daily administration and operations of aviation quality functions • Assist to prepare aviation ISAGO audit  CPCS - Intern_General.pdf	01/06/2023 – 31/08/2023	\$11,000	<ul style="list-style-type: none"> • Undergraduate students in Aviation / aeronautic is preferred • Able to read and write English with basic QA knowledge 	31/05/2023	Interested parties please send your resume and cover letter with your availabilities (including work day) to recruitment@cpcs.com.hk


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Cathay Pacific Catering Services (H.K.) Limited www.cpcs.com.hk/	1	Intern – Engineer <ul style="list-style-type: none"> • Provide clerical support in daily administration and operations of Cargo Engineering functions • Assist in operation projects, including but not limited to Cargo Facility Management and Material Handling System • Perform and support any Engineering projects, initiatives and ad hoc duties as assigned by the Management  CPCS - Intern_General.pdf	01/06/2023 – 31/08/2023	\$11,000	<ul style="list-style-type: none"> • Undergraduate students in Engineering / Engineering - Electrical is preferred • Knowledge of computer graphic / Programming, electrical circuits is preferred 	31/05/2023	Interested parties please send your resume and cover letter with your availabilities (including work day) to recruitment@cpcs.com.hk
Cathay Pacific Catering Services (H.K.) Limited www.cpcs.com.hk/	1	Intern – Finance <ul style="list-style-type: none"> • Provide clerical support in daily administration and operations of Aviation Finance functions • Provide analytical support to other functions • Perform and support any Finance projects, initiatives and ad hoc duties as assigned by the Management  CPCS - Intern_General.pdf	01/06/2023 – 31/08/2023	\$11,000	<ul style="list-style-type: none"> • Undergraduate students in Accounting is preferred • Proficient with Excel 	31/05/2023	Interested parties please send your resume and cover letter with your availabilities (including work day) to recruitment@cpcs.com.hk


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Cathay Pacific Catering Services (H.K.) Limited www.cpcs.com.hk/	4	Intern – People <ul style="list-style-type: none"> • Provide clerical support in daily administration and operations of aviation Human Resources functions • Help coordinate and attend job fairs and other recruiting events • Perform and support any HR projects, initiatives and ad hoc duties as assigned by the Management  CPCS - Intern_General.pdf	01/06/2023 – 31/08/2023	\$11,000	<ul style="list-style-type: none"> • Undergraduate students in HR Management is preferred 	31/05/2023	Interested parties please send your resume and cover letter with your availabilities (including work day) to recruitment@cpcs.com.hk
Cathay Pacific Catering Services (H.K.) Limited www.cpcs.com.hk/	2	Intern – People (Digital Content) <ul style="list-style-type: none"> • Provide clerical support in daily administration and operations of aviation Human Resources functions, including but not limited to Engagement Event, Rebranding Project • Perform and support any HR projects, initiatives and ad hoc duties as assigned by the Management  CPCS - Intern_General.pdf	01/06/2023 – 31/08/2023	\$11,000	<ul style="list-style-type: none"> • Undergraduate students in HR Management / Corporate Communication / PR is preferred • Excellent Written Chinese and English Language • Outgoing and Proactive • Possess skills of AI and Photoshop • Knowledgeable in social media 	31/05/2023	Interested parties please send your resume and cover letter with your availabilities (including work day) to recruitment@cpcs.com.hk


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Cathay Pacific Catering Services (H.K.) Limited www.cpcs.com.hk/	1	Intern – Procurement <ul style="list-style-type: none"> • Provide clerical support in daily administration and operations of aviation Procurement functions • Coordinate with different parties for Procurement improvement projects • Perform and support any Procurement projects, initiatives and ad hoc duties as assigned by the Management  CPCS - Intern_General.pdf	01/06/2023 – 31/08/2023	\$11,000	<ul style="list-style-type: none"> • Undergraduate students in Supply Chain Management is preferred • Hands-on PC knowledge in MS Word, Chinese Word Processing and Excel • Good command of written / spoken English and Chinese 	31/05/2023	Interested parties please send your resume and cover letter with your availabilities (including work day) to recruitment@cpcs.com.hk
Cathay Pacific Catering Services (H.K.) Limited www.cpcs.com.hk/	1	Intern – Safety and Security <ul style="list-style-type: none"> • Provide clerical support in daily administration and operations of aviation Safety and Security functions • Coordinate and promote Aviation Safety and Security culture campaign • Perform and support any Safety and Security projects, initiatives and ad hoc duties as assigned by the Management  CPCS - Intern_General.pdf	01/06/2023 – 31/08/2023	\$11,000	<ul style="list-style-type: none"> • Undergraduate students in Occupational Health Safety, Aviation Management is preferred • Hands-on PC knowledge in MS Word, Chinese Word Processing and Excel 	31/05/2023	Interested parties please send your resume and cover letter with your availabilities (including work day) to recruitment@cpcs.com.hk

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Cathay Pacific Catering Services (H.K.) Limited www.cpcs.com.hk/	2	Intern – Food Production <ul style="list-style-type: none"> Assist in different projects related to Aviation Catering ERP and Production Planning and Control, including but not limited to system and data update, flow chart application, data collection and analysis, replacing or renewing of work instructions on-site, time-motion study Shift duty may be required (between 08:00 – 19:00)  CPCS - Intern_General.pdf	01/06/2023 – 31/08/2023	\$11,000	<ul style="list-style-type: none"> Undergraduate students in any disciplines Proficient with Excel and Powerpoint Excellent Written Chinese and English Language 	16/06/2023	Interested parties please send your resume and cover letter with your availabilities (including work day) to recruitment@cpcs.com.hk

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Cathay Pacific Catering Services (H.K.) Limited www.cpcs.com.hk/	2	Intern – Operations (Bonded Store and Commissary) <ul style="list-style-type: none"> • Provide clerical support in daily administration and catering operations • Assist in operation projects, including but not limited to ERP project, updating SOP and manual, assisting in Warehouse Management System • Perform and support any operation projects, initiatives and ad hoc duties as assigned by the Management  CPCS - Intern_General.pdf	01/06/2023 – 31/08/2023	\$11,000	<ul style="list-style-type: none"> • Post-secondary or above • Work independently • Responsible • Basic MS Office skill 	16/06/2023	Interested parties please send your resume and cover letter with your availabilities (including work day) to recruitment@cpcs.com.hk

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Cathay Pacific Catering Services (H.K.) Limited www.cpcs.com.hk/	1	Intern – Operations (Logistics) <ul style="list-style-type: none"> • Provide clerical support in daily administration and catering operations • Assist in operation projects, including but not limited to ERP project, data input, basic data analysis • Perform and support any operation projects, initiatives and ad hoc duties as assigned by the Management • Shift duty is required  CPCS - Intern_General.pdf	01/06/2023 – 31/08/2023	\$11,000	<ul style="list-style-type: none"> • Post-secondary or above • Work independently • Responsible • Basic MS Office skill 	16/06/2023	Interested parties please send your resume and cover letter with your availabilities (including work day) to recruitment@cpcs.com.hk

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Cathay Pacific Catering Services (H.K.) Limited www.cpcs.com.hk/	1	Intern – Operations (Equipment and Cutlery Packing) <ul style="list-style-type: none"> • Provide clerical support in daily administration and catering operations • Assist in operation projects, including but not limited to implementing an efficient material flow and logistic, assisting the project of automation • Perform and support any operation projects, initiatives and ad hoc duties as assigned by the Management • Shift duty is required  CPCS - Intern_General.pdf	01/06/2023 – 31/08/2023	\$11,000	<ul style="list-style-type: none"> • Post-secondary or above • Work independently • Responsible • Basic MS Office skill 	16/06/2023	Interested parties please send your resume and cover letter with your availabilities (including work day) to recruitment@cpcs.com.hk

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Cathay Pacific Catering Services (H.K.) Limited www.cpcs.com.hk/	1	Intern – Operations (Washing) <ul style="list-style-type: none"> • Provide clerical support in daily administration and catering operations • Assist in operation projects, including but not limited to applying and reinstating 5S management, assisting Project team for warewash replacement project • Perform and support any operation projects, initiatives and ad hoc duties as assigned by the Management • Shift duty is required  CPCS - Intern_General.pdf	01/06/2023 – 31/08/2023	\$11,000	<ul style="list-style-type: none"> • Post-secondary or above • Work independently • Responsible • Basic MS Office skill 	16/06/2023	Interested parties please send your resume and cover letter with your availabilities (including work day) to recruitment@cpcs.com.hk
Cathay Pacific Services Limited	1	Involve in general administrative support and data base maintenance	2 – 3 months (Jun – Aug 2023)	TBC	<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 	31/05/2023	To apply, please email confidential resume to career@cpsl.com.hk

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CN Logistics Limited www.cnlogistics.com.hk	3	<ul style="list-style-type: none"> Support routine duties in various departments related to air cargo Other ad hoc / projects duties as assigned 	01/06/2023 – 31/08/2023 (about 2 months of the 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 	30/06/2023	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 operations including data input, data verification, documentation preparation for Air Freight related issue Handle export and import Air Freight shipment Support in team projects related to Air Freight 	Jun – Aug 2023	\$8,000 – \$8,500	Major in logistics / supply chain management	31/05/2023	By email: dgf_recruit.hk@dhl.com
Expeditors Hong Kong Limited www.expeditors.com	2	Customs Brokerage <ul style="list-style-type: none"> Handle customer declaration for air shipment and associated tasks Maintain and update database for customers including those by air shipment Handle documents like airway bill and computerized database 	01/06/2023 – 31/08/2023	\$52/hour (approx. \$8,000 - \$9,000/month)	Applicant should: <ul style="list-style-type: none"> Study in Higher Diploma / Associate Degree / Degree programmes 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) 	15/06/2023	By email to hkgpersonnel@expeditors.com with MATF application form

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Expeditors Hong Kong Limited www.expeditors.com	2	Distribution Services (Chek Lap Kok) <ul style="list-style-type: none"> • Handle document collection and distribution in accordance with our operations procedure and customers' requirement • Perform data entry for receiving, order allocation, shipping (including air by coordinating with air team or airline) and inventory management • Handle documents like airway bill and computerized database 	01/06/2023 – 31/08/2023	\$57/hour (approx. \$8,500 - \$10,000/month)	Applicant should: <ul style="list-style-type: none"> • Study in Higher Diploma / Associate Degree / Degree programmes • 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) 	15/06/2023	By email to hkgpersonnel@expeditors.com with MATF application form
Expeditors Hong Kong Limited www.expeditors.com	1	Distribution Services (Tuen Mun) <ul style="list-style-type: none"> • Handle document collection and distribution in accordance with our operations procedure and customers' requirement • Perform data entry for receiving, order allocation, shipping (including air by coordinating with air team or airline) and inventory management • Handle documents like airway bill and computerized database 	01/06/2023 – 31/08/2023	\$52/hour (approx. \$8,000 - \$9,000/month)	Applicant should: <ul style="list-style-type: none"> • Study in Higher Diploma / Associate Degree / Degree programmes • 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) 	15/06/2023	By email to hkgpersonnel@expeditors.com with MATF application form

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Expeditors Hong Kong Limited www.expeditors.com	2	Accounting <ul style="list-style-type: none"> • Prepare data input, validation and filing duties related to service providers of air logistics service • Provide clerical support to the Department 	01/06/2023 – 31/08/2023	\$52/hour (approx. \$8,000 - \$9,000/month)	Applicant should: <ul style="list-style-type: none"> • Study in Higher Diploma / Associate Degree / Degree programmes • 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) 	15/06/2023	By email to hkgpersonnel@expeditors.com with MATF application form

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Federal Express (Hong Kong) Limited	1	This intern will be working on regional projects such as Employee Wellbeing Study and People Policy Modernization, which directly contribute to the safety, wellbeing and performance of our employees in FedEx Express including employees who work in airplane maintenance and flight network planning. Recommendations that come from the employee wellbeing study will help reduce burnout in the workplace and enhance safety, wellbeing and performance. People Policy Modernization will make policies and guidelines in our company easy to access, to read and to use, which saves time for both our employees and managers including those in the airplane maintenance and flight network planning departments. They can use the time saved on more meaningful work that they do.	01/07/2023 – 01/08/2023	\$8,850	<ul style="list-style-type: none"> Students pursuing undergraduate degrees in any discipline such as Human Resources, Communication, and Psychology Students with digital visual design skills (amateur level is ok) are preferred Proficient in both written and spoken English Willing to learn, self-motivated, team- and customer-focused, and has a strong sense of responsibility 	01/07/2023	Jijis

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Federal Express (Hong Kong) Limited	1	<p>To apply for internship for CM team with below expected duties:</p> <ul style="list-style-type: none"> • Market Research / VOC: Conduct customer surveys and contacts to understand shipping trends, behaviours and needs in the market • Marketing Campaigns: Support marketing events and initiatives, tracking ad spending, exploring market trends and opportunities • Digital projects: Support Compatible landing page revamp project • Data analysis: Measuring performance of online and offline campaigns. Reporting on marketing KPIs like leads, conversion rates, social media engagement <p>With such, the intern will be able to develop a variety of skillsets through internal and external-facing initiatives</p>	01/06/2023 – 01/08/2023	\$8,850	<ul style="list-style-type: none"> • Undergraduate degree students in Marketing • Willing to learn, self-motivated, service-minded, and with a strong sense of responsibility • Proficient in both written and spoken English and Chinese • Good interpersonal and communication skills 	01/07/2023	LinkedIn

Company name and company website	No. of intern places	Main Aviation-related job duties	Internship period (minimum 4 weeks, i.e. 28 days) e.g. dd/mm/2023 – dd/mm/2023	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 for Interns)
Federal Express (Hong Kong) Limited	1	Intern will be working in AMEA Forecasting team, supporting the team with their daily work and also participating in aviation projects including report automation and dashboard development project, machine-learning forecast project, external market impact on air express volume and yield forecast, etc	01/06/2023 – 01/08/2023	\$8,850	<ul style="list-style-type: none"> Undergraduate degree students in Business Administration, Marketing, Finance, Economics, Logistics, Statistics, Data Science, Quantitative Analysis or related fields Willing to learn, self-motivated, service-minded, and with a strong sense of responsibility Proficient in both written and spoken English Good interpersonal and communication skills 	01/06/2023	Jijis
Federal Express (Hong Kong) Limited	1	IT Intern <ul style="list-style-type: none"> Working with logistic Operations to better understand customers' shipping pattern and explore business opportunities 	06/05/2023 – 04/07/2023	\$8,850	<ul style="list-style-type: none"> Developing and implementing RPA solutions to automate business processes Collaborating with business stakeholders to identify automation opportunities Creating detailed design documentation for RPA solutions Developing and testing RPA bots Providing support for RPA solutions in production 	01/06/2023	Jijis

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Federal Express (Hong Kong) Limited	1	<ul style="list-style-type: none"> General administration Team tasks support Aviation project management and Reporting 	01/06/2023 – 01/08/2023	\$8,850	<ul style="list-style-type: none"> Undergraduate degree students in Marketing Willing to learn, self-motivated, service-minded, and with a strong sense of responsibility Proficient in both written and spoken English and Chinese Good interpersonal and communication skills 	01/06/2023	Jijis
Federal Express (Hong Kong) Limited	1	HR Intern <ul style="list-style-type: none"> You will be working in a self-driven project to use analytics to evaluate existing FedEx employee communication channels effectiveness and recommend the enhancement opportunities 	01/06/2023 – 01/08/2023	\$8,850	HR degree	01/06/2023	Jijis
Hong Kong Aircraft Engineering Company Limited (HAECO) www.haeco.com	13	To assist the following departments in completing the assigned projects: <ul style="list-style-type: none"> Line Maintenance Base Maintenance Safety and Environmental Technical Services Planning and Production Control Commercial Business Improvement Training Academy 	19/06/2023 – 15/08/2023	\$9,500	A university degree majoring in Aerospace Engineering, Mechanical Engineering, Industrial Engineering, Data Science, Statistics, Business, Life Science, Social Science, Computer Science or other related disciplines with good academic results	26/03/2023	HAECO website, JobsDB, JISIS

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Hong Kong Airlines Limited www.hongkongairlines.com	40	As an intern, you will be assigned to one of the following departments based on your background or career interest: <ul style="list-style-type: none"> • Commercial • Corporate Legal Affair and Development • Corporate Safety, Quality Assurance and Security • Finance • Flight Operations • Ground Operations • Human Resources and Administration • Information Technology • Maintenance and Engineering • Service Delivery 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 	Mid-Jun 2023 – End-Aug 2023	\$7,500	<ul style="list-style-type: none"> • Non-final year full time university student in any related discipline • Proactive, willing to learn and passionate in aviation • Must able to work from June 2023 • Good command of spoken and written Cantonese, Mandarin and English 	22/05/2023	Interested parties, please visit our career website and submit your full resume with MATF Application
Hong Kong Express Airways Limited www.hkexpress.com/en-hk/	12	Work-based learning to understand aviation industry	Jun – Aug 2023 (max. 3 months)	\$7,500	Full-time university students in the penultimate year in any disciplines	31/05/2023	Via Company career page
Hong Kong Express Airways Limited www.hkexpress.com/en-hk/	6	Gain hands-on front-line experience in Maintenance and Engineering Department	Jun – Aug 2023 (min. 3 months)	\$500/day	Full-time university or non-tertiary students in engineering disciplines	31/05/2023	Via Company career page

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Hong Kong Express Airways Limited www.hkexpress.com/en-hk/	7	<ul style="list-style-type: none"> Digital Technologies and Solutions in Aviation Industry People Journey and Experience Transformation Operational Analysis and Digitalization Customer and Branding Experience Transformation 	Min. 3 months in Year 2023	\$500/day	Full-time university students in any disciplines	31/12/2023	Via Company career page
Hongkong Association of Freight Forwarding & Logistics Limited www.haffa.com.hk	1	Perform administrative support to the Secretariat Office including but not limited to the <ul style="list-style-type: none"> HAFFA 57th Anniversary Gala Dinner, Airline Import Shipment Release System (AISRS), Freight Logistics Training courses, the coming edition of Annual Member Directory Publication, Sport and Recreation, Visit / Seminar, Social Media and Promotion, Reception and Phone enquires, Filing and Scanning 	15/05/2023 – 31/08/2023 (any 3 months)	\$9,600	<ul style="list-style-type: none"> Non-final year undergraduates preferably in Business Administration / Logistics / Supply Chain Management / Aviation or related discipline Basic Knowledge in Graphics Design and Social Media is preferable Good command of written and spoken English and Chinese Knowledge in MS Office skills Dedicated to serve the industry Immediate available preferred, especially in mid-May 2023 	25/05/2023	By email: recruit@haffa.com.hk with resume and copies of Academic proofs (i.e. HKDSE result and unofficial university transcript)
Jardine Airport Services Limited www.jasg.com	1	Work in Finance Team: <ul style="list-style-type: none"> Air Cargo documents data verification task Finance Admin duties Data input into a excel file 	01/06/2023 – 31/08/2023	\$10,000	<ul style="list-style-type: none"> Undergraduate Proficient in MS Office (Excel, Word, Powerpoint) Work hour: 09:00 – 17:30 	26/5/2023	Please submit CV to billy.lui@jasg.com and indicate the team you are applying

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Jardine Airport Services Limited www.jasg.com	2	Work in IT / Process Excellence Team: <ul style="list-style-type: none"> Conduct inventory checks on computer equipment to ensure that all devices are up-to-date with the latest hardware and software configurations Take photos and videos of frontline operations and edit the materials to produce training or promotion materials that can be used to enhance our digital presence Join the innovation task force to analyze the current operational processes and propose improvement items using new technologies 	01/06/2023 – 31/08/2023	\$10,000	<ul style="list-style-type: none"> Undergraduate Proficient in Microsoft Office, photo / video editing software such as iMovie, Adobe Photoshop or Final Cut Pro. Digital capabilities Work hour: 09:00 – 17:30 	26/5/2023	Please submit CV to billy.lui@jasg.com and indicate the team you are applying
Jardine Airport Services Limited www.jasg.com	1	Work in Business Development Team: <ul style="list-style-type: none"> Conduct administrative and clerical duties Handle inquiries and registration from external parties on training and course 	01/06/2023 – 31/08/2023	\$10,000	<ul style="list-style-type: none"> Sub-degree or Undergraduate Proficient in MS Office (Excel, Word, Powerpoint) Ability to read and write Chinese and English Work hour: 09:00 – 17:30 	26/5/2023	Please submit CV to billy.lui@jasg.com and indicate the team you are applying
Jardine Airport Services Limited www.jasg.com	1	Work in Commercial Team: <ul style="list-style-type: none"> Commercial admin duties (i.e. update corporate powerpoint, Airline customer contact list...etc.) 	01/06/2023 – 31/08/2023	\$10,000	<ul style="list-style-type: none"> Sub-degree or Undergraduate Proficient in MS Office (Excel, Word, Powerpoint) Ability to read and write Chinese and English Work hour: 09:00 – 17:30 	26/5/2023	Please submit CV to billy.lui@jasg.com and indicate the team you are applying

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Jardine Airport Services Limited www.jasg.com	1	Work in Manpower Efficiency Team: • Admin duties (checking the actual deployment of all the outsourcing agents and updating their records in Polaris)	01/06/2023 – 31/08/2023	\$10,000	<ul style="list-style-type: none"> • Undergraduate • Proficient in MS Office (Excel, Word, Powerpoint). • Work hour: 09:00 – 17:30 	26/5/2023	Please submit CV to billy.lui@jasg.com and indicate the team you are applying
Jardine Airport Services Limited www.jasg.com	1	Work in Human Resources Team: • HR Admin duties • Recruitment coordination and support	01/06/2023 – 31/08/2023	\$10,000	<ul style="list-style-type: none"> • Sub-degree or Undergraduate • Proficient in MS Office (Excel, Word, Powerpoint). • Work hour: 09:00 – 17:30 	26/5/2023	Please submit CV to billy.lui@jasg.com and indicate the team you are applying
Jardine Airport Services Limited www.jasg.com	2	Work in Safety / QA Team: • Conduct customer service survey (former SQAP) for in-house data collection • ISAGO preparation (admin works) • Checklists and training materials standardization	01/06/2023 – 31/08/2023	\$10,000	<ul style="list-style-type: none"> • Sub-degree or Undergraduate • Proficient in MS Office (Excel, Word, Powerpoint). • Work hour: 09:00 – 17:30 	26/5/2023	Please submit CV to billy.lui@jasg.com and indicate the team you are applying
Jardine Airport Services Limited www.jasg.com	20	Work in Passenger Services Team: • Meet and greet passengers in airport • Queue management • Provide excellent customer service to passengers	01/06/2023 – 31/08/2023	\$10,000	<ul style="list-style-type: none"> • Sub-degree or Undergraduate • Proficient in English, Mandarin and Cantonese • Willing to work on shift: Shift A: 08:00 – 16:00 Shift B: 11:00 – 19:00 Shift C: 15:00 – 23:00 	26/5/2023	Please submit CV to billy.lui@jasg.com and indicate the team you are applying
Jardine Airport Services Limited www.jasg.com	2	Work in Passenger Baggage Services Team: • Meet and escort passenger to collect unclaimed baggage • Admin duties in Baggage Services Office	01/06/2023 – 31/08/2023	\$10,000	<ul style="list-style-type: none"> • Sub-degree or Undergraduate • Proficient in English, Mandarin and Cantonese • Work hour: 09:00 – 17:00 	26/5/2023	Please submit CV to billy.lui@jasg.com and indicate the team you are applying

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Jardine Airport Services Limited www.jasg.com	3	Work in Cargo Services Team: <ul style="list-style-type: none"> • Handle Air Cargo admin duties • Support Air Cargo Team 	01/06/2023 – 31/08/2023	\$10,000	<ul style="list-style-type: none"> • Sub-degree or Undergraduate • Proficient in MS Office (Excel, Word, Powerpoint) • Willing to work on shift 	26/5/2023	Please submit CV to billy.lui@jasg.com and indicate the team you are applying
Jardine Airport Services Limited www.jasg.com	2	Work in Ramp Services Team: <ul style="list-style-type: none"> • Work as cross-checker on main deck of aircraft • Photo-taking on all pallet / container restraints that are fully secured • Team support 	01/06/2023 – 31/08/2023	\$10,000	<ul style="list-style-type: none"> • Sub-degree or Undergraduate • Willing to work on shift • Willing to work outdoor 	26/5/2023	Please submit CV to billy.lui@jasg.com and indicate the team you are applying

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Jardine Airport Services Limited www.jasg.com	2	Work in Turnaround Coordination Team: <ul style="list-style-type: none"> Supervise the team to load / unload aircraft safely, efficiently and according to Loading Instructions Meet the aircraft and commence driving turnaround and record the information required by the carrier / handling company Conduct aerobridge operation to enhance flight handling Communication with cockpit and cabin crew / boarding gate agent / ramp loading team / flight operation is required Conduct briefing to ramp staff which requires immediate action Timely report safety and security related incident to concerned department for follow up Coordinate with other service providers on the apron in regards of catering unloading and uplift, aircraft cabin cleaning and so on to meet precision flight schedule 	01/06/2023 – 31/08/2023	\$10,000	<ul style="list-style-type: none"> Sub-degree or Undergraduate Willing to work on shift Willing to work outdoor 	26/5/2023	Please submit CV to billy.lui@jasg.com and indicate the team you are applying
John Swire & Sons (H.K.) Limited https://careers.swire.com	43	Work on business-related projects at Cathay Pacific Airways or HAECO to help achieve business goals	03/07/2023 – 23/08/2023	\$10,000	Please visit our website for more details: https://careers.swire.com/en/careers/swire-summer-internship-programme	31/05/2023	Application via https://careers.swire.com/en/careers/swire-summer-internship-programme

<p>Metrojet Limited</p> <p>www.metrojet.com/zh-hant</p>	1	<p>Intern, Continuing Airworthiness Management Organization (CAMO)</p> <p>Job Purpose: Through a CAMO internship program an intern will receive exposure to different divisions internally within a Private Jet Management company and also other key external stakeholder within the wider Aviation Industry.</p> <p>Communication is key to this role, and daily communication will be required with the following internal teams:</p> <ul style="list-style-type: none"> • Flight Operations • Maintenance repair Organisation • Clients relation <p>Within CAMO we have a selection of key projects that Interns are able to assist with including:</p> <ul style="list-style-type: none"> • Aircraft registration change • Ownership / operator transfer process • Reliability analysis • Maintenance planning • Certificate of airworthiness • Reliability analysis • Effective maintenance planning <p>Interns will have the opportunity to work with external stakeholders, like manufacturers and various global aviation authorities.</p> <p>Key Accountabilities:</p> <ul style="list-style-type: none"> • Assist aircraft registration change and Certificate of Airworthiness • Assist engineer to run reliability analysis and maintenance planning 	01/06/2023 – 31/08/2023 (tentatively)	\$10,000	<ul style="list-style-type: none"> • Full time students from any undergraduate or sub-degree programmes 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 <p>Good command in both written and spoken English is essential</p>	31/05/2023	<p>Interested parties, please send the resume to hr@metrojet.com and specify the desired position. The information provided is for recruitment purposes, and only shortlisted candidates will be contacted for interview.</p>
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		<ul style="list-style-type: none"> • 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, Client Relation, aircraft manufacturers, and authorities • 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, etc. 					

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Metrojet Limited www.metrojet.com/zh-hant	1	<p>Intern, Safety and Quality Assurance</p> <p>Job Purpose: Through a Corporate Safety and Quality internship program an intern will assist in achieving the corporate mission of providing a safe environment for employees and customers. Interns will have the opportunity to learn about and be exposed to each function of a business aviation safety and quality department. After successfully completing the internship, the intern will have an overall knowledge needed to understand all elements of aviation safety.</p> <p>Key Accountabilities:</p> <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 audit checklists and finding tracking database setting and efficiency improvement • Assist in personnel assessment and authorization systems standardization and efficiency improvement 	01/06/2023 – 31/08/2023 (tentatively)	\$10,000	<ul style="list-style-type: none"> • Full time students from any undergraduate or sub-degree programmes related to aircraft or aviation • 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 <p>General knowledge of National Aviation Authorities Regulations, and procedures regarding aviation safety and quality</p>	31/05/2023	Interested parties, please send the resume to hr@metrojet.com and specify the desired position. The information provided is for recruitment purposes, and only shortlisted candidates will be contacted for interview.

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Metrojet Limited www.metrojet.com/zh-hant	1	<p>Intern, Technician</p> <p>Job Purpose: Through a MRO internship program an intern will develop technical skill and aviation knowledge to support VVIP business jet's delivery.</p> <p>The role will require implementation and control of set projects with stakeholders throughout the organisation, performing setup, testing, and finalization of projects.</p> <p>Metrojet MRO employs highly skilled and experienced aircraft engineers and appearance specialists, who have the vital role in maintaining the client's asset.</p> <p>Supported by our Operations and Logistics department, their expertise 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 aircraft and also the aircraft of our maintenance customers.</p> <p>Key Accountabilities:</p> <ul style="list-style-type: none"> Assist the project for MRO improvement Assist the production daily operations 	01/06/2023 – 31/08/2023 (tentatively)	\$10,000	<ul style="list-style-type: none"> Full time students from any undergraduate or sub-degree programmes related to aircraft or aviation or secondary six school leavers 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 <p>Common sense on basic mechanical knowledge</p>	31/05/2023	Interested parties, please send the resume to hr@metrojet.com and specify the desired position. The information provided is for recruitment purposes, and only shortlisted candidates will be contacted for interview.

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Metrojet Limited www.metrojet.com/zh-hant	1	<p>Intern, MRO Operations</p> <p>Job Purpose: Through a MRO Operations internship program an intern will learn the responsibilities of a Maintenance Repair Organisations Operations. This will be through planning tasks and functionality within the department.</p> <p>The role will have special focus on Quality Control requirements and finds, and also canned squawk replacement project.</p> <p>Key Accountabilities:</p> <ul style="list-style-type: none"> • Input data for canned squawk in line with OEM approved data • Assist in timely scanning, completion of work packages and updating to company share folder • Assist Engineer Planning for improvement project of Corridor / MSO system • Assist ad-hoc projects / tasks as instructed by the Maintenance Support Supervisor and Manager of Maintenance 	01/06/2023 – 31/08/2023 (tentatively)	\$10,000	<ul style="list-style-type: none"> • Full time students from any undergraduate or sub-degree programmes related to aircraft or aviation or secondary six school leavers • Entry Level • 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 <p>Strong communication, time-management and problem-solving skills</p>	31/05/2023	Interested parties, please send the resume to hr@metrojet.com and specify the desired position. The information provided is for recruitment purposes, and only shortlisted candidates will be contacted for interview.

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Metrojet Limited www.metrojet.com/zh-hant	1	<p>Intern, MRO Logistics</p> <p>Job Purpose: Through a MRO Logistics internship program an intern will develop skills in stocking functional materials, tools and supplies, inventory control and records as required in a Maintenance Repair Organisation.</p> <p>The role will take special focus on GSE maintenance and daily Logistics operation and procurement. The role expands into the procuring of materials as required to complete works within the MRO.</p> <p>Key Accountabilities:</p> <ul style="list-style-type: none"> • Support the delivery of all incoming materials and reconcile with purchase orders • Understand and create logistics key performance indicators • Support the logistics supervisor to complete stores and procurement functionalities • Review inventory / supplies and ensure they are within the established minimum and maximum levels • Assist ad-hoc projects / tasks as instructed by the Logistic Supervisor and Manager of Maintenance 	01/06/2023 – 31/08/2023 (tentatively)	\$10,000	<ul style="list-style-type: none"> • Full time students from any undergraduate or sub-degree programmes related to aircraft or aviation or secondary six school leavers • Entry Level • 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 <p>Strong communication, time-management and problem-solving skills</p>	31/05/2023	Interested parties, please send the resume to hr@metrojet.com and specify the desired position. The information provided is for recruitment purposes, and only shortlisted candidates will be contacted for interview.



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Metrojet Limited www.metrojet.com/zh-hant	2	Intern, Finance Job Purpose: Through a Finance internship program an intern will assist the daily operations with other finance team members to smooth the month-end closing and explore the business aviation workflow and bring in fresh stimulation. Key Accountabilities: <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 and stock count • Handle ad hoc tasks assigned by the supervisor 	01/06/2023 – 31/08/2023 (tentatively)	\$10,000	<ul style="list-style-type: none"> • Tertiary education students 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	31/05/2023	Interested parties, please send the resume to hr@metrojet.com and specify the desired position. The information provided is for recruitment purposes, and only shortlisted candidates will be contacted for interview.



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Metrojet Limited www.metrojet.com/zh-hant	1	Intern, Human Resources Job Purpose: Through a Human Resources internship program an intern will support daily HR operations, including but not limited to recruitment, onboarding and offboarding, compensation and benefits, employee relations, data maintenance and any ad hoc duties. The intern will also assist in the implementation and administration of the company-wide HR initiative and projects. Key Accountabilities: <ul style="list-style-type: none"> • Perform recruitment activities such as preparing job description, posting job vacancies, scheduling interviews, performing reference check, administering onboarding logistics and orientation programme • Assist in staff movement and off-boarding process • Provide clerical support such as data entry and record keeping etc. • Coordinate HR projects and activities • Handle other ad-hoc duties as assigned 	01/06/2023 – 31/08/2023 (tentatively)	\$10,000	<ul style="list-style-type: none"> • Full time students from any undergraduate or sub-degree programmes related to 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	31/05/2023	Interested parties, please send the resume to hr@metrojet.com and specify the desired position. The information provided is for recruitment purposes, and only shortlisted candidates will be contacted for interview.

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Morrison Express Company Limited www.morrisonexpress.com	1	Summer Intern – Finance and Accounting <ul style="list-style-type: none"> Perform daily routine of accounting duties, reporting and other clerical works for customers of air products but not limited to logistics warehouse supply chain Assist in data entry and maintain proper and accurate records related to aviation business in our logistics system Provide administrative support to daily operations of the team 	12/06/2023 – 09/08/2023	\$8,000	<ul style="list-style-type: none"> Undergraduates in Transportation and Logistics, Business Admin, Accounting, or related disciplines Good communication and interpersonal skill Good command in both written and spoken English and Mandarin Proficiency in computer skills, in particular MS Excel Independent, self-motivated, detail-minded and proactive team player 	31/05/2023	Interested parties, please submit your application to our company with full resume by email to hkg_recruitment@morrisonexpress.com
Morrison Express Company Limited www.morrisonexpress.com	1	Summer Intern – Air Export Operation <ul style="list-style-type: none"> Handle air export documentation and support administrative work of the team Perform data entry, booking follow up for customers of air freight and maintain accurate records related to aviation business in system Work with internal parties to coordinate the air shipment arrangement 	12/06/2023 – 09/08/2023	\$8,000	<ul style="list-style-type: none"> Undergraduates in Transportation and Logistics, Business Admin, Accounting, or related disciplines Good communication and interpersonal skill Good command in both written and spoken English and Mandarin Proficiency in computer skills, in particular MS Excel Independent, self-motivated, detail-minded and proactive team player 	31/05/2023	Interested parties, please submit your application to our company with full resume by email to hkg_recruitment@morrisonexpress.com

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Morrison Express Company Limited www.morrisonexpress.com	1	Summer Intern – Key Account Management, Sales <ul style="list-style-type: none"> Analyse RFQ results of air products but not limited to logistics warehouse supply chain Support the team in preparing customer presentation and marketing materials Develop and generate sales reports for customers of aviation business with using advanced tools of MS Excel 	12/06/2023 – 09/08/2023	\$8,000	<ul style="list-style-type: none"> Undergraduates in Transportation and Logistics, Business Admin, Accounting, or related disciplines Good communication and interpersonal skill Good command in both written and spoken English and Mandarin Proficiency in computer skills, in particular MS Excel Independent, self-motivated, detail-minded and proactive team player 	31/05/2023	Interested parties, please submit your application to our company with full resume by email to hkg_recruitment@morrisonexpress.com

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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 	01/06/2023 – 31/07/2023	\$9,000	Year 1, Year 2, or Year 3 University Students <ul style="list-style-type: none"> 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 and Chinese Typing Has strong IT knowledge will be an advantage 	31/05/2023	By email: hr@plus-one.com.hk

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Premiere Logistics (HK) Limited www.premiere-logistics.com/hong-kong.html	3	Operation Trainee (Internship) <ul style="list-style-type: none"> Responsible for daily Air Freight shipment, booking and follow up Provide customer service to clients for shipments and answer general enquiries Coordination / Communication between customers, overseas agents and operations Handle data entry / filing and tracking and tracing systems Maintain Rate and Tariff files for Account Data Quality Management Maintain relationship with existing customers and develop business through overseas agents Provide and communicate updated marketing information to customers and overseas agents Special Offer: Candidates who have excellent working performance can gain a full time return offer after graduation  Premiere - Operation Trainee	01/05/2023 – 31/08/2023	\$45 - \$60/hour	<ul style="list-style-type: none"> Logistics / Supply Chain related degree is preferred Fluent in oral English and master a second language is preferred Initiative, Good coordination and interpersonal skills Smart thinking and welcome to pick up challenges  Premiere - Operation Trainee	31/05/2023	For interested parties, please apply with full resume with expected salary and the MATF application form by email to kandy.chan@premierehkg.com

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Premiere Logistics (HK) Limited www.premiere-logistics.com/hong-kong.html	2	Management Trainee (Internship) <ul style="list-style-type: none"> Air Freight market intelligence with market drivers and trends defining Market research on Air Freight forwarding agents Evaluating and producing new marketing plans Source of competitor, market, customer understanding Responsible for coordination and consolidation of marketing report Develop and implement marketing activities (meeting, exhibition, seminar, etc.) Monitor customers networks Assist in ad hoc projects and assignments Special Offer: Candidates who have excellent working performance can gain a full time return offer after graduation  Premiere - Management Trainee	01/05/2023 – 31/08/2023	\$45 - \$60/hour	<ul style="list-style-type: none"> Logistics / Supply Chain / Marketing related degree is preferred Fluent in oral English and master a second language is preferred A good team player and to tolerate of great pressure Qualified with good communication skill  Premiere - Management Trainee	31/05/2023	For interested parties, please apply with full resume with expected salary and the MATF application form by email to kandy.chan@premierehkg.com
SATS HK Limited www.satshk.com/index.php/en/	60	Perform ground handling services, including check-in, boarding gate, arrival, lost and found and ticketing services duties	01/06/2023 – 31/08/2023	\$11,000 or above	<ul style="list-style-type: none"> Good command of spoken English, Cantonese and Mandarin 	31/05/2023	電郵履歷表 SATSHK_RECRUIT@satshk.com

Company name and company website	No. of intern places	Main Aviation-related job duties	Internship period (minimum 4 weeks, i.e. 28 days) e.g. dd/mm/2023 – dd/mm/2023	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 for Interns)
SATS HK Limited www.satshk.com/index.php/en/	20	Perform overall supervision of flight turnaround activities	01/06/2023 – 31/08/2023	\$11,000 or above	<ul style="list-style-type: none"> Strong numerical ability 	31/05/2023	電郵履歷表 SATSHK_RECRUIT@satshk.com
TAG Aviation Asia Limited www.tagaviation.com/en	1	People and Administration Intern may gain working exposure and practical experience in: <ul style="list-style-type: none"> Aircrews services agreements preparation Update and format the Company Policies and Procedures Update company organization chart Interview arrangement Maintain and order office supplies Assist in the coordination of important meetings or events Maintains up-to-date records and process payment invoices Provide support at reception when needed Ad hoc tasks assigned by the department 	3 months (03/07/2023 – 29/09/2023)	\$7,000	<ul style="list-style-type: none"> Local students in Human Resources Management or related disciplines Good command of written and spoken English and Chinese Knowledge of Microsoft Office and Word Right of abode in Hong Kong 	04/06/2023	Interested parties please send your full resume to corp.recruitment@tagaviation.com

Company name and company website	No. of intern places	Main Aviation-related job duties	Internship period (minimum 4 weeks, i.e. 28 days) e.g. dd/mm/2023 – dd/mm/2023	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 for Interns)
TAG Aviation Asia Limited www.tagaviation.com/en	1	Operations Intern may gain working exposure and practical experience in: <ul style="list-style-type: none"> • Worldwide trip planning • Authorities regulations familiarization • Flight plan computation • Overflight and landing permissions application • Ground handling organization • Crew Briefing materials preparation • Flight monitoring • Post flight documentation 	3 months (03/07/2023 – 29/09/2023)	\$7,000	<ul style="list-style-type: none"> • Local students in aviation-related field • Good command of written and spoken English • Knowledge of Microsoft Office products • Right of abode in Hong Kong 	04/06/2023	Interested parties please send your full resume to corp.recruitment@tagaviation.com
TAG Aviation Asia Limited www.tagaviation.com/en	1	Safety and Compliance Intern may gain working exposure and practical experience in: <ul style="list-style-type: none"> • Internal safety and compliance audits • Regulatory authorities compliance • Organisation manuals and aircraft technical publications • Safety report investigation and risk assessment • Safety awareness training and promotion • Flight Data Monitoring programme • Electronic Flight Bag operational management system 	3 months (03/07/2023 – 29/09/2023)	\$7,000	<ul style="list-style-type: none"> • Local students in aviation-related field • Good command of written and spoken English • Knowledge of Microsoft Office products • Right of abode in Hong Kong 	04/06/2023	Interested parties please send your full resume to corp.recruitment@tagaviation.com

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TAG Aviation Asia Limited www.tagaviation.com/en	1	Accounting Assistant Intern may gain working exposure and practical experience in: <ul style="list-style-type: none"> • Prepare accounting entries for aircraft operating cost • Prepare payments to vendors • Assist in set up tasks for AP automation project • Assist in ad hoc tasks assigned by the department 	3 months (03/07/2023 – 29/09/2023)	\$7,000	<ul style="list-style-type: none"> • Undergraduate in Accounting or Business Studies • Computer literacy • Attention to details • A good team player 	04/06/2023	Interested parties please send your full resume to corp.recruitment@tagaviation.com

<p>TAG Aviation Asia Limited</p> <p>www.tagaviation.com/en</p>	1	<p>Intern – Production Planning, Commercial and Warranty may gain working exposure and practical experience in:</p> <ul style="list-style-type: none"> • Plan and schedule aircraft maintenance activities, including inspections, repairs, and modifications, to ensure compliance with regulatory requirements and minimize aircraft downtime • Coordinate with maintenance personnel, procurement team, and other stakeholders to ensure timely completion of maintenance tasks and optimize resource utilization • Develop and maintain Part-145 procedures, processes, production schedules and reports to track progress and identify potential issues • Manage commercial contracts and agreements with customers, vendors, and service providers • Monitor warranty claims with OEM and other vendors to ensure timely submission, processing, and reimbursement of eligible expenses • Administer logistics functions such as inventory management, parts procurement, and supply chain optimization for the aircraft fleet • Maintain accurate records and documentation of maintenance activities, commercial transactions, and warranty claims • Identify opportunities for process improvement, cost savings, and revenue generation in the areas of production planning, commercial operations, warranty 	<p>3 months (03/07/2023 – 29/09/2023)</p>	\$7,000	<ul style="list-style-type: none"> • Currently pursuing a degree in aviation management, business administration, or a related field • Basic knowledge of aviation regulations, maintenance practices, and industry standards • Customer-focused mindset and ability to build positive relationships with internal and external stakeholders • Excellent organizational, analytical, and communication skills • Fluent in Microsoft Office Suite and other relevant software applications • Ability to work independently and prioritize tasks 	04/06/2023	<p>Interested parties please send your full resume to corp.recruitment@tagaviation.com</p>
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		administration, and logistics					