



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

*Updated as at
27 September 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)
Airport Authority Hong Kong www.hongkongairport.com	1	<ul style="list-style-type: none"> • Assist in the implementation of HKIA Noise Quota Count Scheme • Assist in the research topics including (a) noise control measures of different airports and (b) future trend and development of business jet industry 	19/06/2023 – 11/08/2023	\$10,000	<ul style="list-style-type: none"> • Undergraduate in any discipline • Proficient in MS Office • Good interpersonal skills and analytical skills • Proactive and self-motivated 	24/04/2023	Online application on AA website
Airport Authority Hong Kong www.hongkongairport.com	3	<ul style="list-style-type: none"> • Assist in the implementation and provide support for airfield Resources Pooling Scheme, including ground support services equipment, vehicles and manpower • Participate in the planning and implementation of traffic resumption activities • Prepare Aircraft Crash and Rescue Exercise • Conduct review for the enhancement of performance management regime for Ramp Handling Licensees 	19/06/2023 – 11/08/2023	\$10,000	<ul style="list-style-type: none"> • Undergraduate in any discipline • Proficient in MS Office, particularly in Excel • Sensitive to figures and numbers • Good interpersonal skills and enjoy working in outdoors 	24/04/2023	Online application on AA website

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Airport Authority Hong Kong www.hongkongairport.com	1	Airfield Services Database and Operation manual Management <ul style="list-style-type: none"> • Assist in reviewing airfield services database • Assist in the update and revamp of the airfield operation manual • Assist in the coordination of Centre Runway reconfiguration works from operational perspective • Assist in the analysis of impacts on taxiways closure during various phases of taxiway reconfiguration which is part of centre runway reconfiguration programme • Assist in landscape management of Interim 2 Runway System (I-2RS) 	19/06/2023 – 11/08/2023	\$10,000	<ul style="list-style-type: none"> • Undergraduate in any discipline, preferably in Data Science or related disciplines • Proficient in MS Office • Possession of Excel VBA skills would be an advantage 	24/04/2023	Online application on AA website
Airport Authority Hong Kong www.hongkongairport.com	1	<ul style="list-style-type: none"> • Assist in the preparation work of HKIA Standards Manual - Phase 2 • Conduct literature review • Conduct surveys and perform data collection • Perform other ad hoc duties as required 	19/06/2023 – 11/08/2023	\$10,000	<ul style="list-style-type: none"> • Undergraduate in Statistics / Data Science / Data Analytics / Decision Analytics / Business Statistics or other related business subject • Proficient in MS Office • Possession of knowledge in PowerBI, python and R would be an advantage • Strong sense of responsibility • Good communication and interpersonal skills 	24/04/2023	Online application on AA website

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Airport Authority Hong Kong www.hongkongairport.com	1	<ul style="list-style-type: none"> Conduct research and provide update, review and insight of major airport development trends and their strategies Coordinate and consolidate inputs / comments in relation to airport consultancy studies, including 3RS flight procedures, Airport Tung Chung Link, etc. 	19/06/2023 – 11/08/2023	\$10,000	<ul style="list-style-type: none"> Undergraduate in Aviation Management, Operations / Aeronautical Engineering / Planning, Transportation Planning or other related disciplines Proficient in MS Office Strong sense of responsibility Good communication, analytical and interpersonal skills Excellent command of spoken and written English and Chinese 	24/04/2023	Online application on AA website
Airport Authority Hong Kong www.hongkongairport.com	1	<ul style="list-style-type: none"> Assist in developing the operation mode in Baggage Hall of SkyPier Terminal Summarize respective findings and consolidate them into a coherent presentation for internal and external meetings such as Baggage Handling Committee meetings, contract services performance meeting Assist in reviewing the feasibility of Ultra-Wide Band (UWB) to monitor contractor performance on new baggage handling systems 	19/06/2023 – 11/08/2023	\$10,000	<ul style="list-style-type: none"> Undergraduate in any discipline Proficient in MS Office Knowledge in programming (e.g. Excel VBA, Python, Tableau) is an advantage Good data analytical skills Good communication and visualization skills 	24/04/2023	Online application on AA website

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Airport Authority Hong Kong www.hongkongairport.com	1	<ul style="list-style-type: none"> Assist in drafting the Operation Manual for the new Terminal 1 Midfield (T1M) baggage handling system Responsible for researching, compiling, and organizing relevant information to create a comprehensive and user-friendly manual Assist in reviewing, updating, and enhancing our current fire safety management plan by identifying areas for improvement as well as implementing new safety measures, and ensuring compliance with industry regulations and standards Support various aspects of departmental activities, including data analysis, report writing, or participating in meetings and workshops 	19/06/2023 – 11/08/2023	\$10,000	<ul style="list-style-type: none"> Undergraduate in any discipline Good research and analytical skills Good collaboration and interpersonal skills Good command of spoken and written English and Chinese 	24/04/2023	Online application on AA website
Airport Authority Hong Kong www.hongkongairport.com	1	<ul style="list-style-type: none"> Validate the Automated People Mover (APM) passenger crowd count model and forecast APM demand to obtain findings / recommendations Involve in the operation planning of APM service and preparation of the traffic resumption Participate in the execution of APM related projects and its operational readiness in Integrated Airport Centre (IAC) 	19/06/2023 – 11/08/2023	\$10,000	<ul style="list-style-type: none"> Undergraduate in any discipline, preferably in Business, Transport or other related business subject Proficient in MS Office Possession of the knowledge in Tableau would be an advantage Good interpersonal and communication skills Willing to work in early morning or night time 	24/04/2023	Online application on AA website

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Airport Authority Hong Kong www.hongkongairport.com	1	<ul style="list-style-type: none"> • Collec operational data on HKIA Baggage Handling System (BHS) • Assist in fault report analysis of Primary Sorters • Compile proposal for process improvement in Primary Sorter Replacement project 	19/06/2023 – 11/08/2023	\$10,000	<ul style="list-style-type: none"> • Undergraduate in Airport Operations / Logistics / Engineering / Information Technology • Good command of spoken and written English and Chinese 	24/04/2023	Online application on AA website
Airport Authority Hong Kong www.hongkongairport.com	1	<ul style="list-style-type: none"> • Assist in the review and update of the training materials • Assist in the preparation for operation readiness of the Skypier Terminal • Assist in daily operation for landside management such as monitoring contractor's performance, deployment and facility condition and liaise with relevant departments for coordination and improvement 	19/06/2023 – 11/08/2023	\$10,000	<ul style="list-style-type: none"> • Undergraduate in any discipline • Proficient in MS Office • Attention to details with good interpersonal skills and analytical skills • Good command of spoken and written English and Chinese 	24/04/2023	Online application on AA website

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Airport Authority Hong Kong www.hongkongairport.com	1	Automated Car Parks (ACP) <ul style="list-style-type: none"> • Assist in market research and feasibility on car rental business at Car Park B • Assist in the drafting of car parks' operation and passenger handling procedures • Assist in the branding exercise of the ACPs Airportcity Link (ACL) <ul style="list-style-type: none"> • Provide support to the team in the review of consultancy reports in relation to autonomous transportation system at HKIA • Assist in customer experience as well as operational planning for ACL 	19/06/2023 – 11/08/2023	\$10,000	<ul style="list-style-type: none"> • Undergraduate in any discipline, preferably in Transportation, Business, Government and Public Administration or other related disciplines • Team player with good analytical skills and attention to details • Good command of spoken and written English and Chinese 	24/04/2023	Online application on AA website
Airport Authority Hong Kong www.hongkongairport.com	1	<ul style="list-style-type: none"> • Assist in conducting the annual market benchmarking study to recommend parking charges for HKIA • Assist in the analysis of Car Park's booking details to provide insights on key business trends and customer characteristics • Participate in Car Parks' IT System development to collect user requirements and develop workflow 	19/06/2023 – 11/08/2023	\$10,000	<ul style="list-style-type: none"> • Undergraduate in any discipline, preferably in Business Administration, Information Systems, Aviation and Transportation or related disciplines • Proficient in MS Office, particularly Excel • Knowledge in programming (e.g. Excel VBA, Lookup syntax and Pivot Tables, Python, Tableau) is an advantage • Creative with good problem-solving skills • Independent and able to work under pressure 	24/04/2023	Online application on AA website

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Airport Authority Hong Kong www.hongkongairport.com	1	<ul style="list-style-type: none"> Assist in transforming the good safety practices / instructions from written guideline to video Develop safety games or quiz for eBus promotion Explore and make recommendations for improvement of the Airport Emergency Centre (AEC) support team operational process Assist in the design and implementation of a HKIA Business Continuity Plan (BCP) on cultural promotion initiative 	19/06/2023 – 11/08/2023	\$10,000	<ul style="list-style-type: none"> Undergraduate in any discipline Proficient in MS Office Good analytical and interpersonal skills 	24/04/2023	Online application on AA website
Airport Authority Hong Kong www.hongkongairport.com	1	<ul style="list-style-type: none"> Assist in conducting market researches and demand analysis of trolley in airport Assist in the preparation of tender and paper works for trolley management services Support the development of trolley related project, such as trolley disinfection robot Conduct housekeeping audit and create inventory records of facilities and equipment of Terminal, such as seating and planters 	19/06/2023 – 11/08/2023	\$10,000	<ul style="list-style-type: none"> Undergraduate in any discipline, preferably in Business Administration, Marketing, Aviation, Transportation or Statistics related disciplines Good team player with strong analytical and numerical skills on conducting analysis Open-minded and independent Good command of spoken and written English and Chinese 	24/04/2023	Online application on AA website

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Airport Authority Hong Kong www.hongkongairport.com	1	<ul style="list-style-type: none"> • Provide support in updating and reviewing operational procedures, training materials and contingency plans • Assist in terminal operation matters, particularly in safety incidents and IT enhancement project for HKIA Courtesy Channel • Assist in preparing a routing and layout for terminal and airlines' events or celebrities' movements and keep tracks on the progress / follow-up actions 	19/06/2023 – 11/08/2023	\$10,000	<ul style="list-style-type: none"> • Undergraduate in any discipline, preferably in Aviation, Business Management or other related disciplines • Proficient in MS Office • Good interpersonal and communication skills • Good analytical and problem-solving skills • Good command of spoken and written English and Chinese 	24/04/2023	Online application on AA website
Airport Authority Hong Kong www.hongkongairport.com	1	<ul style="list-style-type: none"> • Assist in the reopening of Terminal 1 Midfield Concourse • Assist in the revamp of staff resting lounge in the terminal building • Provide support in the daily management of the lease agreements with tenants 	19/06/2023 – 11/08/2023	\$10,000	<ul style="list-style-type: none"> • Undergraduate in any discipline, preferably in Property Management, Estate Management, Business Administration or Aviation Management • Sensitive to figures and numbers, meticulous • Good team player with pleasant personality • Good communications and problem-solving skills 	24/04/2023	Online application on AA website

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Airport Authority Hong Kong www.hongkongairport.com	1	<ul style="list-style-type: none"> Assist in drafting of procedures, reports, records on asset control, inventory management and conduct inventory check Assist in the preparation of tender and contract management 	19/06/2023 – 11/08/2023	\$10,000	<ul style="list-style-type: none"> Undergraduate in any discipline, preferably in Hospitality Management, Business Administration or other related disciplines Proficient in MS Office Sensitive to figures and numbers Good team player with cheerful personality and eager to learn 	24/04/2023	Online application on AA website
Airport Authority Hong Kong www.hongkongairport.com	2	<ul style="list-style-type: none"> Assist in managing infrastructure projects Assist engineers in the infrastructure projects at Hong Kong Port and East Coast Support Area (ECSA) including Airportcity Link and Airport Tung Chung Link 	19/06/2023 – 11/08/2023	\$10,000	<ul style="list-style-type: none"> Undergraduate in Civil / Structural Engineering disciplines Knowledge in road alignment and utilities planning is an advantage 	24/04/2023	Online application on AA website
Airport Authority Hong Kong www.hongkongairport.com	2	<ul style="list-style-type: none"> Assist engineers to manage infrastructure projects such as In-bound Carparks at Hong Kong Boundary Crossing Facilities (HKBCF) and review technical reports and submissions from the consultants and contractors Participate in the testing and commissioning of E&M systems 	19/06/2023 – 11/08/2023	\$10,000	Undergraduate in Electrical / Mechanical / Building Services Engineering	24/04/2023	Online application on AA website

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Airport Authority Hong Kong www.hongkongairport.com	1	<ul style="list-style-type: none"> Act as project management assistant member to the construction management team for administrating and reviewing of design proposal Provide support in reviewing the construction statement provided by the design consultancy and the works contractors 	19/06/2023 – 11/08/2023	\$10,000	Undergraduate in Civil / Structural Engineering disciplines	24/04/2023	Online application on AA website
Airport Authority Hong Kong www.hongkongairport.com	1	<ul style="list-style-type: none"> Assist in reviewing the design and coordinating with stakeholders during the initiation stage of the electric vehicle charging infrastructure at HKIA Assist in studying the power infrastructure provision in East Coast Support Area (ECSA) to facilitate the development of future data centre Assist in the daily activities for the high voltage transformer replacement and maintenance works for electrical system equipment Assist in studying the Building Energy Efficiency Ordinance (BEEO) and the requirements for the future airport facilities and identify new green technology and application 	19/06/2023 – 11/08/2023	\$10,000	Undergraduate in Electrical Engineering discipline	24/04/2023	Online application on AA website

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Airport Authority Hong Kong www.hongkongairport.com	1	<ul style="list-style-type: none"> Assist in the design, supply, installation and integration of Facial Recognition Biometric Sensor System and Card Reader Replacement for Access Control System Assist in implementation of the replacement for Airport Ground Light Fittings and Constant Current Rectifiers (CCRs) at Centre Runway and Taxiways Assist in the review of submission and implementation of the Replacement Works of System Servers, Workstations and Software Application for Carpark and Vehicles Access Control System Provide support in the new facilities handover to maintenance (i.e. Sky pier Terminal) 	19/06/2023 – 11/08/2023	\$10,000	<ul style="list-style-type: none"> Undergraduate in Electronics, Control or IT disciplines Good command of spoken and written English and Chinese 	24/04/2023	Online application on AA website
Airport Authority Hong Kong www.hongkongairport.com	2	<ul style="list-style-type: none"> Assist in Digital Twin (DT) Proof-of-Concept (PoC) for Metaverse project Support DT 3D Reality model enhancement project Support Geographic Information System (GIS) Project and initiatives 	19/06/2023 – 11/08/2023	\$10,000	<ul style="list-style-type: none"> Undergraduate in IT or other related disciplines Knowledge in GIS, 3D model, BIM, etc. is an advantage 	24/04/2023	Online application on AA website

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Airport Authority Hong Kong www.hongkongairport.com	2	The summer intern will be assigned to Airfield Infrastructure Department and Project Coordination Department for the following job duties: <ul style="list-style-type: none"> • Handle and review contractors' submissions and works programme • Attend meetings with stakeholders, consultants and contractors • Conduct site inspection for the Third Runway Project 	19/06/2023 – 11/08/2023	\$10,000	<ul style="list-style-type: none"> • Undergraduate in Civil / Geotechnical / Structural Engineering or other related disciplines • Good command of spoken and written English and Chinese 	24/04/2023	Online application on AA website
Airport Authority Hong Kong www.hongkongairport.com	1	<ul style="list-style-type: none"> • Assist in Terminal 2 Expansion Works • Handle and review consultants' / contractors' submissions and works programme • Attend meetings with stakeholders, consultants and contractors • Attend inspection and testing activities for electrical and mechanical installations 	19/06/2023 – 11/08/2023	\$10,000	<ul style="list-style-type: none"> • Undergraduate in Electrical, Mechanical, Building Services • Good command of spoken and written English and Chinese 	24/04/2023	Online application on AA website
Airport Authority Hong Kong www.hongkongairport.com	1	<ul style="list-style-type: none"> • Assist in Third Runway Airfield Ground Lighting (AGL) System in contract 3505 • Handle and review consultants' / contractors' submissions and works programme • Attend meetings with stakeholders, consultants and contractors • Attend inspection and testing activities for AGL 	19/06/2023 – 11/08/2023	\$10,000	<ul style="list-style-type: none"> • Undergraduate in Electrical / Electronics • Good command of spoken and written English and Chinese 	24/04/2023	Online application on AA website

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Airport Authority Hong Kong www.hongkongairport.com	1	Provide supports to the contract administration team for the following duties: <ul style="list-style-type: none"> • Draw registers for the issued employer drawings • Measure work schedules of civil and building structure works for cost estimate and variation assessment • Prepare commercial correspondence registers between the authority and contractors 	19/06/2023 – 11/08/2023	\$10,000	Undergraduate in Quantity Surveying or other related disciplines	24/04/2023	Online application on AA website
Airport Authority Hong Kong www.hongkongairport.com	2	<ul style="list-style-type: none"> • Assist in stakeholder engagement activities, such as preparation for the meetings with Green Group, Professional Liaison Group (PLG) or Community Liaison Group (CLG) or other interested parties • Liaise with airport business partners on climate resilience, carbon audit and carbon reduction initiatives across the airport community • Support various environmental works areas including but not limited to biodiversity / ecology, climate change, waste, etc. 	19/06/2023 – 11/08/2023	\$10,000	<ul style="list-style-type: none"> • Undergraduate in any discipline • Interest or specialism in one or more environmental and sustainability aspects (e.g. Air Quality / Noise / Marine Ecology / Water Quality / Climate Change / Carbon Emissions / Sustainability Reporting etc.) • Keen in the environmental challenges, sustainability matters, large-scale engineering / development projects 	24/04/2023	Online application on AA website

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Airport Authority Hong Kong www.hongkongairport.com	1	<ul style="list-style-type: none"> Support the update of statutory submissions register and assist in consolidation of the material submissions Assist in routine site inspection with the project team 	19/06/2023 – 11/08/2023	\$10,000	<ul style="list-style-type: none"> Undergraduate in Civil Engineering Knowledge in CAD and BIM modelling is an advantage 	24/04/2023	Online application on AA website
Airport Authority Hong Kong www.hongkongairport.com	1	<ul style="list-style-type: none"> Support the project team in managing the design and coordinating the construction Assist in performing engineering review to selective design submissions Assist in maintaining quality field records for future statutory process 	19/06/2023 – 11/08/2023	\$10,000	<ul style="list-style-type: none"> Undergraduate in any discipline Proficient in MS Office Knowledge in AutoCAD and BIM is an advantage 	24/04/2023	Online application on AA website
Airport Authority Hong Kong www.hongkongairport.com	2	<ul style="list-style-type: none"> Participate in daily operation and assist in site inspection Assist in VCommit Independent Safety Assessment (VISA) Assist in translating of VCommit Newsletter / Alerts / Leaflet Consolidate information or data Assist in Third Runway Safety Promotion Rotate in land side and reclaimed land projects Conduct a research on specific safety topic as assigned by supervisors 	19/06/2023 – 11/08/2023	\$10,000	<ul style="list-style-type: none"> Undergraduate in any discipline, preferably in Occupational Safety and Health Proficient in MS Office Good command of spoken and written English and Chinese Good interpersonal skill with accountable and proactive attitude 	24/04/2023	Online application on AA website

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Airport Authority Hong Kong www.hongkongairport.com	2	<ul style="list-style-type: none"> Provide support in Terminal 2 Concourse (T2C) Project, assist in substructure including utilities interface with apron works Provide technical support in the T2C Project superstructure and the Fixed Link Bridges 	19/06/2023 – 11/08/2023	\$10,000	<ul style="list-style-type: none"> Undergraduate in Civil and Structural Engineering Proficient in MS Office Knowledge of AutoCAD is an advantage 	24/04/2023	Online application on AA website
Airport Authority Hong Kong www.hongkongairport.com	1	<ul style="list-style-type: none"> Provide support to Terminal 2 Concourse (T2C) Project Team Assist in organizing construction information (drawings and documentation) Assist in organizing meeting schedule for team member and preparing meeting notes 	19/06/2023 – 11/08/2023	\$10,000	Undergraduate in Civil and Structural Engineering discipline	24/04/2023	Online application on AA website
Airport Authority Hong Kong www.hongkongairport.com	2	<ul style="list-style-type: none"> Assist in carrying out site and offsite inspections including visits to fabrication factories Participate in the design coordination meetings and workshops in developing practical engineering solutions Assist in Building Information Modeling (BIM) review to facilitate interdisciplinary coordination 	19/06/2023 – 11/08/2023	\$10,000	<ul style="list-style-type: none"> Undergraduate in Architectural / Structural / Civil Engineering Keen in major infrastructure projects in particular to facade and/or steelwork 	24/04/2023	Online application on AA website
Airport Authority Hong Kong www.hongkongairport.com	2	<ul style="list-style-type: none"> Assist in project architects and engineers in preconstruction Assist in design and project management activities 	19/06/2023 – 11/08/2023	\$10,000	Undergraduate in Architectural / Construction management or related disciplines	24/04/2023	Online application on AA website

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Airport Authority Hong Kong www.hongkongairport.com	2	<ul style="list-style-type: none"> Support the procurement systems and related enhancement projects, e.g. join User Acceptance Testing (UAT) and user training sessions and support new supplier registration Support procurement teams to handle procurement activities, e.g. market research, preparation of request for quote (RFQ) / Tender related documents 	19/06/2023 – 11/08/2023	\$10,000	Undergraduate in Purchasing and Supply Management or other related disciplines	24/04/2023	Online application on AA website

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Airport Authority Hong Kong www.hongkongairport.com	5	Intern will be assigned to work in Financial Accounting Department, Treasury Department and Legal Department on rotation basis with details listed as follows: <ul style="list-style-type: none"> • Participate in various financial analyses and assignments, including benchmarking with other major international airports, maintenance and enhancement of Finance Dashboard, and corporate restructuring for PRC projects • Assist in conducting legal research covering various areas of the law, drafting legal documents, and handling user department’s inquiries • Support the development of user requirements, user testing and database review / update for various system enhancement projects and review of tenderer’s financial information • Take part in insurance policy renewal and handling of claims 	19/06/2023 – 11/08/2023	\$10,000	<ul style="list-style-type: none"> • Undergraduate in any discipline, preferably in relevant disciplines • Proficient in MS Office • Good analytical and problem-solving skills • Good communication and interpersonal skills • Good command of spoken and written English and Chinese. Proficiency in Putonghua is a plus 	24/04/2023	Online application on AA website
Airport Authority Hong Kong www.hongkongairport.com	1	<ul style="list-style-type: none"> • Conduct performance, facility and safety audits on various franchisees • Assist in management of daily cargo operation 	19/06/2023 – 11/08/2023	\$10,000	<ul style="list-style-type: none"> • Undergraduate in any discipline • Proficient in MS Office • Good command of spoken and written English and Chinese 	24/04/2023	Online application on AA website

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Airport Authority Hong Kong www.hongkongairport.com	1	<ul style="list-style-type: none"> Assist in the implementation of HKIA Cargo Platform including business requirement gathering, stakeholders communications, timeline and project management and documentation Assist in data analysis / research support on ad hoc projects 	19/06/2023 – 11/08/2023	\$10,000	<ul style="list-style-type: none"> Undergraduate in any discipline Proficient in MS Office Good command of spoken and written English and Chinese 	24/04/2023	Online application on AA website
Airport Authority Hong Kong www.hongkongairport.com	1	<ul style="list-style-type: none"> Assist in compilation of reports and presentations Assist in conducting researches on government ordinances, customs and trade regulations, air cargo market trends and special cargo development Tracking and analysing air cargo security screening 	19/06/2023 – 11/08/2023	\$10,000	<ul style="list-style-type: none"> Undergraduate in any discipline Proficient in MS Office Good command of spoken and written English and Chinese 	24/04/2023	Online application on AA website
Airport Authority Hong Kong 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 market researches on loyalty programmes, promotions or new retail services Support the daily operation of HKairport Rewards 	19/06/2023 – 11/08/2023	\$10,000	<ul style="list-style-type: none"> Undergraduate in Marketing, Communication, Information Systems or other related disciplines Creative, innovative and independent team player with good analytical skills Proficient in MS Office Excellent command in both written and spoken English and Chinese 	24/04/2023	Online application on AA website

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)
Airport Authority Hong Kong www.hongkongairport.com	1	<ul style="list-style-type: none"> Assist in customer service management, including manpower deployment, monitoring of service quality and operations of on-site retail services, such as the HKairport Rewards, Hkairport Shop.com, Luxury Concierge, Free Delivery Service, Gate Delivery, etc. Assist in publicity, KOL and social media campaigns 	19/06/2023 – 11/08/2023	\$10,000	<ul style="list-style-type: none"> Undergraduate in Marketing, Communication or Business related disciplines Experience in customer services is an advantage Proficient in MS Office Meticulous, innovative and independent team player with good analytical skills Excellent command in both written and spoken English and Chinese 	24/04/2023	Online application on AA website
Airport Authority Hong Kong www.hongkongairport.com	1	<ul style="list-style-type: none"> Assist in the online marketing campaigns, including creative development, coordination with agencies / tenants on promotion materials Conduct research on digital marketing best practices and new retail ideas Assist in data analytics related projects, e.g. post-campaign effectiveness tracking 	19/06/2023 – 11/08/2023	\$10,000	<ul style="list-style-type: none"> Undergraduate in Marketing, Business, or Digital related disciplines Proficient in MS Office Possession of data visualization tool would be an advantage Creative, innovative and independent Good analytical and organizational skills Excellent command in both written and spoken English and Chinese 	24/04/2023	Online application on AA website

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)
Airport Authority Hong Kong www.hongkongairport.com	1	<ul style="list-style-type: none"> • Conduct research on new digital initiatives to enhance shopping and dining experience in HKIA, including but not limited to: <ul style="list-style-type: none"> - Ecommerce and Food Ordering System (FOS) trends on User Experience (UX) - Last mile delivery service providers to improve cost, efficiency and shorten delivery lead time • Assist in the User Acceptance Testing (UAT) of the Customer Relationship Management (CRM) platform, e-Coupon system and other digital initiatives • Assist in data analytics related projects including develop new visualization dashboard in Tableau for merchandising and inventory management • Provide administrative support in the daily operation of eShop 	19/06/2023 – 11/08/2023	\$10,000	<ul style="list-style-type: none"> • Undergraduate in Marketing, Business or Information Technology, Data Analytics or Digital related disciplines • Proficient in MS Office • Knowledge in Google Analytics and Tableau is preferred • Creative, innovative, independent team player with good analytical and organizational skills • Excellent command in both written and spoken English and Chinese 	24/04/2023	Online application on AA website

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)
Airport Authority Hong Kong www.hongkongairport.com	1	<ul style="list-style-type: none"> Conduct market research and support data analytical duties, including establish, analyze and maintain a comprehensive data bank for market trends and real estate markets database Collaborate and coordinate different stakeholders through participating in the development planning, market and business studies of the new development initiatives Support pre-marketing plans for new property development projects of SKYCITY and Airport City 	19/06/2023 – 11/08/2023	\$10,000	<ul style="list-style-type: none"> Undergraduate in Planning and Development, Surveying, Real Estate, Urban Studies, Business Administration or other related disciplines Proficient in MS Office Good command in both written and spoken English and Chinese 	24/04/2023	Online application on AA website
Airport Authority Hong Kong 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 	19/06/2023 – 11/08/2023	\$10,000	<ul style="list-style-type: none"> Undergraduate in Architecture, Planning, Business Management, Surveying or other related disciplines Keen on the tasks of project planning and development Proficient in MS Office Good command in both written and spoken English and Chinese 	24/04/2023	Online application on AA website

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)
Airport Authority Hong Kong www.hongkongairport.com	1	<ul style="list-style-type: none"> Assist in conducting reviews on existing workflow and procedures Participate in conducting audits on airport service providers Assist in consolidating safety and performance reports Conduct market researches on relevant workflows, practices and documentation method 	19/06/2023 – 11/08/2023	\$10,000	<ul style="list-style-type: none"> Undergraduate in any discipline Keen in Aviation industry Proficient in MS Office Good command in both written and spoken English and Chinese 	24/04/2023	Online application on AA website
Airport Authority Hong Kong www.hongkongairport.com	1	<ul style="list-style-type: none"> Compile reports and presentations through studies into industry and market development of aviation franchisee Assist in daily management of aviation franchises Conduct research on special projects, such as fuel tank painting, art and valuable storage and Zhuhai project 	19/06/2023 – 11/08/2023	\$10,000	<ul style="list-style-type: none"> Undergraduate in Aviation, Transport, Logistics, Business Management or other related disciplines Keen in aviation industry Proficient in MS Office Excellent command in both written and spoken English and Chinese 	24/04/2023	Online application on AA website
Airport Authority Hong Kong www.hongkongairport.com	1	<ul style="list-style-type: none"> Conduct quantitative and qualitative analyses on specific data sets, i.e. using existing and / or building simple databases where appropriate for mining of market insights and explaining latest market dynamics and emerging trends Develop user handbook of key HKIA traffic management databases and prepare reports to facilitate internal team sharing and future system migrations/ enhancements 	19/06/2023 – 11/08/2023	\$10,000	<ul style="list-style-type: none"> Undergraduate in Economics, Business, Data science, Statistics Keen in aviation industry is a plus Proficient in MS Office Independent, accountable and conscientious Strong logical thinking and analytical capabilities Good command in both written and spoken English and Chinese 	24/04/2023	Online application on AA website

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)
Airport Authority Hong Kong www.hongkongairport.com	1	<ul style="list-style-type: none"> Assist in daily operations of corporate communications Assist in corporate events and engagement programme Rotate within different teams for hands-on experience in daily operations of Corporate Affairs Department 	19/06/2023 – 11/08/2023	\$10,000	<ul style="list-style-type: none"> Undergraduate in Communication, Journalism, English, Business or other related discipline Proficient in MS Office Good command in both written and spoken English and Chinese 	24/04/2023	Online application on AA website
Airport Authority Hong Kong www.hongkongairport.com	1	<ul style="list-style-type: none"> Assist in the organization / coordination work for the International Air Transport Association (IATA) Aviation Day and Routes World Assist in the daily operation of air network team in the department 	19/06/2023 – 11/08/2023	\$10,000	<ul style="list-style-type: none"> Undergraduate in Business, Transportation Management or other related discipline Outgoing and presentable manner Good command in both written and spoken English and Chinese 	24/04/2023	Online application on AA website
Airport Authority Hong Kong www.hongkongairport.com	4	<ul style="list-style-type: none"> Provide support in planning and organizing various marketing / communication initiatives Conduct market research and collect market intelligence through different channels, including preparation of survey and compile analytics for different projects Assist in the preparation of business presentations and reports Participate in the projects coordination and collaborate with different stakeholders Perform other duties and provide administrative support as assigned by the supervisors 	19/06/2023 – 11/08/2023	\$10,000	<ul style="list-style-type: none"> Undergraduate in any discipline Self-motivated, proactive, good team player with strong problem solving and interpersonal skills Proficient in MS Office (i.e. Word, Excel and PowerPoint) Good command of spoken and written English and Chinese, including Putonghua 	24/04/2023	Online application on AA website

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)
Airport Authority Hong Kong www.hongkongairport.com	2	<ul style="list-style-type: none"> Assist in the development of user experience / user interface designs and testing of new projects for e-Commerce Platform, Smart Fault Report System and Workforce Management System Prototype Assist in the Airport Community App, Wechat and My HKG App, MyTAG Pro's content development, new functions' launch arrangements, promotions and marketing Assist in the collection of travel market statistics, conducting researches and analyses of digital platforms in market Analyze and look for insights of app users' behaviour from statistics or data in dashboard Assist in preparation of presentation, on-site works and brainstorming sessions 	19/06/2023 – 11/08/2023	\$10,000	<ul style="list-style-type: none"> Undergraduate in Business Administration, Marketing and Advertising, Digital Marketing or E-Commerce Creative, open-minded and presentable Good command in both written and spoken English and Chinese 	24/04/2023	Online application on AA website
Airport Authority Hong Kong www.hongkongairport.com	1	<ul style="list-style-type: none"> Assist in Single Token extension project development, testing and trials Assist in researches and analyses of market trends and technology development to improve passenger experience Assist in the preparation of presentation materials, on-site works and brainstorming sessions as required 	19/06/2023 – 11/08/2023	\$10,000	<ul style="list-style-type: none"> Undergraduate in Business Administration, Marketing and Advertising, Digital Marketing or E-Commerce Creative, open-minded and good communication skills Good command in both written and spoken English and Chinese 	24/04/2023	Online application on AA website

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)
Airport Authority Hong Kong www.hongkongairport.com	2	<ul style="list-style-type: none"> • Participate in Data Analytic Projects and assist the team in performing data story telling with operation users, conducting data analysis for providing data insights and refining problem statement with different perspectives • Develop data transformation for analytical needs • Deliver data visualizations based on user requirements or analytic results • Review and update the data catalogue and data dictionary • Interview with operation users as to plan for further data analytics areas 	19/06/2023 – 11/08/2023	\$10,000	<ul style="list-style-type: none"> • Undergraduate in Data Science, Statistics, Information Technology or other related disciplines • Proficient in MS Office • Experience in SQL, Python and Tableau is an advantage • Open-minded, good presentation and communication skills 	24/04/2023	Online application on AA website

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)
Airport Authority Hong Kong www.hongkongairport.com	1	<ul style="list-style-type: none"> • Assist in the implementation of Meeting and Visitor Management System (MVMS) project and promotion of Green Office • Act as a secretary for MVMS project meetings • Facilitate the User Acceptance Testing (UAT) for MVMS booking system and give feedback for improvement • Liaise with line departments to define operational requirements and incorporate them in MVMS before system launches • Assist in preparing PowerPoint and paper for management review • Conduct market research and propose new Green Office initiatives for administration related tasks 	19/06/2023 – 11/08/2023	\$10,000	<ul style="list-style-type: none"> • Undergraduate in any discipline, preferably in Business Administration / Social Sciences • Proficient in MS Office • Detail-oriented, proactive, independent and eager to learn • Good command in both written and spoken English and Chinese 	24/04/2023	Online application on AA website
Airport Authority Hong Kong www.hongkongairport.com	1	<ul style="list-style-type: none"> • Support the annual training needs analysis exercise • Support promotion and implementation of staff engagement initiatives • Assist in implementation of internship programme and e-learning initiatives • Conduct research on latest trends and possible usage of technology for staff engagement and corporate training 	19/06/2023 – 11/08/2023	\$10,000	<ul style="list-style-type: none"> • Undergraduate in any discipline, preferably in Psychology and HR related subject • Proficient in MS Office and multimedia editing and communication (including video shooting and editing) • Knowledge in Power BI is a plus • Creative mindset • Good command in both written and spoken English and Chinese 	24/04/2023	Online application on AA website

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)
Airport Authority Hong Kong www.hongkongairport.com	1	<ul style="list-style-type: none"> Assist in the development of process automation Build prototype by using new tools, such as UiPath and Robotic Process Automation (RPA) Provide support to implementation of system project 	19/06/2023 – 11/08/2023	\$10,000	<ul style="list-style-type: none"> Undergraduate in Computer Science, Information Systems or other related discipline Proficient in MS Office, Microsoft Power Platform and experience in using UiPath to develop RPA would be an advantage 	24/04/2023	Online application on AA website
Airport Authority Hong Kong www.hongkongairport.com	2	<ul style="list-style-type: none"> Provide support to the recruitment cycle including job advertisement posting, interview arrangement, new hires formality coordination and off-boarding Assist in organizing Job Fair(s) including coordination with different parties and preparation in event logistics Assist in progression scheme including coordination with different parties and the preparation in data analysis / validation Conduct research and market benchmark on assigned HR topic(s) 	19/06/2023 – 11/08/2023	\$10,000	<ul style="list-style-type: none"> Undergraduate in Human Resources Management or other related discipline Proficient in MS Office Good team player with strong communication and interpersonal skills Proactive and self-motivated Good command in both written and spoken English and Chinese 	24/04/2023	Online application on AA website
Airport Authority Hong Kong www.hongkongairport.com	2	<ul style="list-style-type: none"> Provide support to the daily operations at Baggage Management Office Assist in the operation audit Provide support in the implementation of BMS Quality Assurance Programme 	10/07/2023 – 25/08/2023	\$10,000	<ul style="list-style-type: none"> Good communication and interpersonal skills Good analytical skills Speak Putonghua 	18/04/2023	Online application on AA website

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)
Airport Authority Hong Kong www.hongkongairport.com	2	Assist in Autonomous Electric Tractor (AET) project for baggage delivery between T1BH and T1M	10/07/2023 – 25/08/2023	\$10,000	<ul style="list-style-type: none"> • Good communication and interpersonal skills • Good analytical skills • Speak Putonghua 	18/04/2023	Online application on AA website
Airport Authority Hong Kong www.hongkongairport.com	1	<ul style="list-style-type: none"> • Support Smart Temperature Screening PoC project • Support BCP promotion activities • Logistics support on briefings, exercises, trainings and drills • Administrative support on manuals update • Operational support on Airport Emergency Centre (AEC) • Assist in Autonomous Electric Tractor (AET) project for baggage delivery between T1BH and T1M 	10/07/2023 – 25/08/2023	\$10,000	<ul style="list-style-type: none"> • Detail-minded • Outgoing • Good analytical and problem-solving skills • Good communication and organisation skills • Proactive and self-motivated 	18/04/2023	Online application on AA website
Airport Authority Hong Kong www.hongkongairport.com	1	<ul style="list-style-type: none"> • Assist in data consolidation and statistical charts formation of daily security statistics • Assist in performing market research of purchases and coordinate system administration changes • Assist in organizing and archiving of daily operation records and applications record 	10/07/2023 – 25/08/2023	\$10,000	<ul style="list-style-type: none"> • Good communication and analytical skill • Proactive, self-motivated and detail-minded • Competent skills in MS Office 	18/04/2023	Online application on AA website

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)
Airport Authority Hong Kong www.hongkongairport.com	1	<ul style="list-style-type: none"> Perform onsite inspection and review the landscape condition at both external and interior landscape area Conduct landscape audit to monitor the performance of landscape contractor Review the documents submitted by the contractor, including daily submission and vegetation inventory Other ad-hoc tasks as assigned by supervisor 	10/07/2023 – 25/08/2023	\$10,000	<ul style="list-style-type: none"> Good communication and analytical skill Proactive, self-motivated and detail-minded Competent skills in MS Office 	18/04/2023	Online application on AA website
Airport Authority Hong Kong www.hongkongairport.com	1	<ul style="list-style-type: none"> Assist / support the terminal accommodation survey and status update Assist / support marketing survey for contract renewal Conduct audit / inspections to upkeep wellbeing of terminal facilities Monitor the compliance of contractual requirements and submissions 	10/07/2023 – 25/08/2023	\$10,000	<ul style="list-style-type: none"> Good interpersonal skills Good computer skills (words, excel, PowerPoint) Good language skills Detail-minded Good analytical skills Good problem-solving skills 	18/04/2023	Online application on AA website
Airport Authority Hong Kong www.hongkongairport.com	1	<ul style="list-style-type: none"> Assist and support in the review of existing TLPM, LD duty training materials including the development of operations work instructions, exercise book, e-Quick reference guide, etc. Assist and support in the development of safety promotion material for business partners and contractors 	10/07/2023 – 25/08/2023	\$10,000	<ul style="list-style-type: none"> Good interpersonal skills Good computer skills (words, excel, PowerPoint) Good language skills Detail-minded Good analytical skills Good problem-solving skills 	18/04/2023	Online application on AA website

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)
Airport Authority Hong Kong www.hongkongairport.com	1	<ul style="list-style-type: none"> Conduct a desktop study on existing road traffic signage Assist in road traffic data collection and carry out analysis Assist in data formulation for the traffic simulation model Assist in preparing presentation materials Assist project team members with various support tasks 	10/07/2023 – 25/08/2023	\$10,000	<ul style="list-style-type: none"> Good communication skills in English Strong analytical and problem-solving skills Good computer skills (words, excel, PowerPoint) Strong self-motivation and proactive 	18/04/2023	Online application on AA website
Airport Authority Hong Kong www.hongkongairport.com	1	<ul style="list-style-type: none"> Assist in P&R permits applications review and processing Assist in TA reports and claims follow up Assist in daily contract administration, budget control and works order administrative works 	10/07/2023 – 25/08/2023	\$10,000	<ul style="list-style-type: none"> Good communication skills in English Strong analytical and problem-solving skills Good computer skills (words, excel, PowerPoint) 	18/04/2023	Online application on AA website
Airport Authority Hong Kong www.hongkongairport.com	1	<ul style="list-style-type: none"> Assist in cross boundary land transport daily operation (vehicle registration for cross boundary limousines and coaches, site inspection on licensee's performance and facility condition, demerit points and daily statistics) Assist in land transport market research and analysis and marketing activities (if any) 	10/07/2023 – 25/08/2023	\$10,000	<ul style="list-style-type: none"> Good computer skills (words, excel, PowerPoint) Proactive, good interpersonal and communication skill Good analytical skills, preferably in engineering, transport, computer, logistics major Good team player 	18/04/2023	Online application on AA website

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)
Airport Authority Hong Kong www.hongkongairport.com	1	<ul style="list-style-type: none"> • Assist on daily administration works and support to frontline and VIP team • Support operation at service centre • Assist in developing and updating inventory records to support operation • Assist on consolidating information, works coordination for existing projects 	10/07/2023 – 25/08/2023	\$10,000	<ul style="list-style-type: none"> • Good communication and analytical skills • Proactive, self-motivated and keen to learn • Pay attention to details • Good command in verbal and written English and Cantonese • Good PC skills in Word, Excel and PowerPoint 	18/04/2023	Online application on AA website
Airport Authority Hong Kong www.hongkongairport.com	1	<ul style="list-style-type: none"> • Daily patrol and conduct health check on passenger facilities and performance audit on service contractors and licensees to ensure compliance of contract • Assist in daily administration, works coordination, contract management services • Assist in system test and drill and provide suggestions for enhancement • Assist in conducting market research and analyse result with recommendations 	10/07/2023 – 25/08/2023	\$10,000	<ul style="list-style-type: none"> • Strong communication, presentation and analytical skills • Proactive and self-motivated • Good command in verbal and written English and Cantonese • Competent PC skills in Word, Excel and PowerPoint 	18/04/2023	Online application on AA website

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)
Airport Authority Hong Kong www.hongkongairport.com	1	<ul style="list-style-type: none"> • Conduct survey on CSBD usage / passengers check-in behaviour, including preference and usage on self check-in service (such as common self bag drop and iCUSS) • Analyze the survey results with recommendation and improvement areas • Observe and suggest recommendations on CSBD flow / process • Assist in conducting the performance audits on check-in counter operation and CSBD contractor services delivery 	10/07/2023 – 25/08/2023	\$10,000	<ul style="list-style-type: none"> • Good communication and presentation skills, be articulate and keen to learn • Personality with an upbeat and positive attitude • Good command in English Cantonese and Putonghua • Competent PC skills in Word, Excel and PowerPoint 	18/04/2023	Online application on AA website
Airport Authority Hong Kong www.hongkongairport.com	1	<ul style="list-style-type: none"> • Assist to perform the housekeeping, general administration and handover records control for leasing document • Assist and support the terminal accommodation survey and status update • Monitor the performance of service contractors and licensees through audits and workflow review according to the contract standards • Assist to ensure service standards and report defects of passenger amenities 	10/07/2023 – 25/08/2023	\$10,000	<ul style="list-style-type: none"> • Good communication and presentation skills, be articulate and keen to learn • Personality with an upbeat and positive attitude • Good command in English Cantonese and Putonghua • Competent PC skills in Word, Excel and PowerPoint 	18/04/2023	Online application on AA website

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)
Airport Authority Hong Kong www.hongkongairport.com	1	<ul style="list-style-type: none"> Assist in data entry and conduct analysis on various topics including business jet parking, airport charges, scheduling and noise monitoring Assist in housekeeping and general administration works Conduct researches on various topics, including (a) noise control measure of different airports, (b) future trend and development of business jet industry 	10/07/2023 – 25/08/2023	\$10,000	<ul style="list-style-type: none"> Good interpersonal skills Good computer skills (words, excel, PowerPoint) Good analytical skills Proactive and self-motivated" 	18/04/2023	Online application on AA website
Alliance Knowledge Management Limited	2	<ul style="list-style-type: none"> Provide support to enhance training material and customer experience for consulting services 	20/06/2023 – 18/08/2023 and 10/07/2023 – 25/08/2023	\$8,400	<ul style="list-style-type: none"> IT Knowledge and basic programming is preferable or Film production 	12/06/2023	Email to HR@alliancealliance.com or whatsapp to 9454 9517
Asia Airfreight Terminal Company Limited www.aat.com.hk	1	<p>Summer Intern (Marketing Department)</p> <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 hrrd_aat@aat.com.hk To know more about AAT, please visit www.aat.com.hk

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	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	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	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	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
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	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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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



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)
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/


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)
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 <div style="text-align: center;">  CPCS - Intern_General.pdf </div>	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/	2	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 <div style="text-align: center;">  CPCS - Intern_General.pdf </div>	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 	15/06/2023	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 <div style="text-align: center;">  CPCS - Intern_General.pdf </div>	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/	16	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 	30/06/2023	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


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)
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) <div style="text-align: center;">  CPCS - Intern_General.pdf </div>	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 <div style="text-align: center;">  CPCS - Intern_General.pdf </div>	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

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)
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 <div style="text-align: center;">  CPCS - Intern_General.pdf </div>	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

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)
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 <div style="text-align: center;">  CPCS - Intern_General.pdf </div>	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

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)
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
Dachser Hong Kong Limited www.dachser.com	1	<ul style="list-style-type: none"> Assist in preparing internal data analysis report and quotation settlement usage and provide clerical support for the Air Freight Export Team Assist in ad-hoc tasks 	Oct 2023 – Mar 2024	\$8,000	<ul style="list-style-type: none"> Logistics / Supply Chain / Aviation Management Pro-active and willing to learn 	31/10/2023	By email: hr.hongkong-asl@dachser.com with cover letter and details resume
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

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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

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	<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

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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

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	<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	<p>HR Intern</p> <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
Federal Express (Hong Kong) Limited	1	Intern will be working in the Revenue Management team on pricing design and execution of international and domestic delivery services, supporting the team with their daily work and participating in projects including analysis of flight capacity, line-haul costs, flight network routing and flight loading factor	01/07/2023 – 15/09/2023	\$8,850	<ul style="list-style-type: none"> Undergraduate degree students in Business Administration, Mathematics, Marketing, or Statistics 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 	01/07/2023	Jijis

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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
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

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Hong Kong Business Aviation Centre Limited www.hkbac.com	4	Customer Service Department <ul style="list-style-type: none"> Assist in meeting and greeting customers Assist CS / GR team in handling telephone calls at CS office and GR counter Assist CS / GR team in preparing operation reports, handling administration work and serving F&B at the executive lounge 	Min. 3 months in 2023	\$60 - \$80/hour	<ul style="list-style-type: none"> Secondary six school leavers or above Good command of both spoken / written English and Chinese (Mandarin is a plus) Proficient in Microsoft Office including Excel, Word and PowerPoint Self-motivated, meticulous, organized and possess strong sense of responsibility 	31/12/2023	Please apply via company website: https://www.hkbac.com/career/#jobpost with CV uploaded
Hong Kong Business Aviation Centre Limited www.hkbac.com	4	Centre of Operations Department <ul style="list-style-type: none"> Assist in daily operations activities in Centre of Operations Assist in handling relevant billing and invoicing duties, data input, and follow up ramp service performed Checklists Assist in handling and coordinating with customers and tenants on service requests 	Min. 3 months in 2023	\$60 - \$80/hour	<ul style="list-style-type: none"> Secondary six school leavers or above Good command of both spoken / written English and Chinese (Mandarin is a plus) Proficient in Microsoft Office including Excel, Word and PowerPoint Self-motivated, meticulous, organized and possess strong sense of responsibility 	31/12/2023	Please apply via company website: https://www.hkbac.com/career/#jobpost with CV uploaded

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Hong Kong Business Aviation Centre Limited www.hkbac.com	8	We offer intern positions in the following departments depending on the academic background of the candidates: <ul style="list-style-type: none"> • Accounts • IT • Project • Human Resources • Administration Job Duties: <ul style="list-style-type: none"> • Assist in daily operation and clerical support • Opportunity to collaborate with the team on different projects or ad hoc duties depending on business line’s arrangement • On-the job training in one of our core business divisions to gain hands-on experience • Attend training workshops to gain practical job-related skills • Guided by experienced mentors for career advice and directions 	Min. 3 months in 2023	\$60 - \$80/hour	<ul style="list-style-type: none"> • Preferably a penultimate year university student in relevant field of study • Good command of both spoken / written English and Chinese (Mandarin is a plus) • Proficient in Microsoft Office including Excel, Word and PowerPoint • Self-motivated, meticulous, organized and possess strong sense of responsibility 	31/12/2023	Please apply via company website: https://www.hkbac.com/career/#jobpost with CV uploaded
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

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Kintetsu World Express (HK) Limited www.kwe.com	6	<ul style="list-style-type: none"> Assist in Air Freight Department's daily operations Support air freight administrative functions and maintain filing system Perform other air freight supportive ad hoc duties as assigned 	Jun – Sep 2023 (any 2 months)	\$8,000 - \$9,000	<ul style="list-style-type: none"> Preferably non-final year undergraduates in Business Administration, 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 	15/07/2023	By email to kwehkg.recruit@kwe.com with a covering letter and resume
LSG Lufthansa Service Hong Kong Limited www.lsg-group.com/lsg-sky-chefs	1	<p>Summer Intern – Warehouse Department:</p> <p>Learning Objective</p> <ul style="list-style-type: none"> Let the participant have hands-on experience on daily warehouse operations and find ways to improve productivity, streamline work processes under VM implementation and prepare MR materials <p>Job duties and responsibilities</p> <ul style="list-style-type: none"> Assist warehouse department in analyzing work processes under WM implementation. Data collection / time study on goods receiving and issuing process, material movement tracing, people movement, etc.; and perform data analysis 	At least 2 months (mid-Jun – 31/08/2023)	\$7,000	<ul style="list-style-type: none"> Normal office hours as a basis, but shift duty may apply to fit operational needs. MS Excel skill is necessary Be responsible and logical 	23/06/2023	Send application to hkg.hrrecruitment@lsgskychef.com or Contact 2767 5234 (Dash Chan)

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)
LSG Lufthansa Service Hong Kong Limited www.lsg-group.com/lsg-sky-chefs	2	Summer Intern – Airline Services Department: <u>Learning Objective</u> <ul style="list-style-type: none"> • Learn how to do process improvement based on lean concept • Learn how to maintain optimal inventory <u>Job duties and responsibilities</u> <ul style="list-style-type: none"> • Cutlery washing performance revision and improvement • Update inventory management and ordering template • Expiry date control improvement in bonded store 	At least 2 months (mid-Jun – 31/08/2023)	\$7,000	<ul style="list-style-type: none"> • Good discipline • Familiar with MS Excel 	23/06/2023	Send application to hkg.hrrecruitment@lsgskychefs.com or Contact 2767 5234 (Dash Chan)

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LSG Lufthansa Service Hong Kong Limited www.lsg-group.com/lsg-sky-chefs	3	<p>Summer Intern – Production Department:</p> <p><u>Learning Objective</u></p> <ul style="list-style-type: none"> Assist in project, process and workflow improvement in department <p><u>Job duties and responsibilities</u></p> <ul style="list-style-type: none"> Review run rate and verify MM for Bakery, Cold Kitchen, HDO, Pastry and TSU sections Review the production schedule for Cold Kitchen, HDO, Pastry and TSU sections Assist supervisor in updating packing list and packing diagram for TSU Review the number of trollies, work tables and trays used to increment 	At least 2 months (mid-Jun – 31/08/2023)	\$7,000	<ul style="list-style-type: none"> Good communication skills Good team player Shift duty is required (occasionally) Process flow and supply chain knowledge 	23/06/2023	Send application to hkg.hrrecruitment@lsgskychefs.com or Contact 2767 5234 (Dash Chan)

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LSG Lufthansa Service Hong Kong Limited www.lsg-group.com/lsg-sky-chefs	2	Summer Intern – Transportation Department: <u>Learning Objective</u> <ul style="list-style-type: none"> • Study and project concern • Organize Documents • Data Input • Design Promotion Poster • Learning aircraft catering operation <u>Job duties and responsibilities</u> <ul style="list-style-type: none"> • Review, update and file documents and records • Develop new system for equipment inventory / sealing process • Coordinate short term activities • Design Promotion Poster 	At least 2 months (mid-Jun – 31/08/2023)	\$7,000	<ul style="list-style-type: none"> • Industrial Engineering • Basic Computer Knowledge • Good Documentation Writing Skill • Knowledge in Excel will be a definite advantage • Knowledge of software development is preferable • Good Sense of Design and Arts • Strength in written, organization and creativity 	23/06/2023	Send application to hkg.hrrecruitment@lsgskychefs.com or Contact 2767 5234 (Dash Chan)

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LSG Lufthansa Service Hong Kong Limited www.lsg-group.com/lsg-sky-chefs	1	Summer Intern (Account assistant): <u>Learning Objective</u> <ul style="list-style-type: none"> Understand the accounting duties and billing process in practice <u>Job duties and responsibilities</u> <ul style="list-style-type: none"> Perform Account Receivables function by sending invoices, monthly statements and reminders to customer for settlement Ensure that proper billing procedures are carried out Collect delivery orders, prepare and check Proforma Invoices against quotations, delivery orders and checklists 	At least 2 months (mid-Jun – 31/08/2023)	\$7,000	<ul style="list-style-type: none"> Accounting / BBA stream / DSE Basic excel 	23/06/2023	Send application to hkg.hrrecruitment@lsgskychefs.com or Contact 2767 5234 (Dash Chan)
LSG Lufthansa Service Hong Kong Limited www.lsg-group.com/lsg-sky-chefs	1	Summer Intern (Customer Services): <u>Learning Objective</u> <ul style="list-style-type: none"> Obtain airline customers handling and customer service skills in airline catering industry <u>Job duties and responsibilities</u> <ul style="list-style-type: none"> Support customer service team on daily operations, menu presentation and customer activities 	At least 2 months (mid-Jun – 31/08/2023)	\$7,000	<ul style="list-style-type: none"> Proficient in Cantonese, English and Putonghua Chek Lap Kok office: 09:00 – 18:00 (Monday to Friday) Outgoing, interest in Airline Catering and Customer Service 	23/06/2023	Send application to hkg.hrrecruitment@lsgskychefs.com or Contact 2767 5234 (Dash Chan)

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)
LSG Lufthansa Service Hong Kong Limited www.lsg-group.com/lsg-sky-chefs	2	Summer Intern – Human Resources Department: <u>Learning Objective</u> <ul style="list-style-type: none"> Introduce the basic function and knowledge of HR Department to students studying HRM <u>Job duties and responsibilities</u> <ul style="list-style-type: none"> Provide HR support to HR team members Familiarise themselves with HR functions through: recruitment process; orientation and training assistance; p-file maintenance Assist in GT Program 	At least 2 months (mid-Jun – 31/08/2023)	\$7,000	<ul style="list-style-type: none"> Study in HR Management or related discipline Excellent command in Chinese and English Proficiency of using computer; Word, Excel, Chinese Word Processing and Powerpoint, etc. Responsible and well-organized 	23/06/2023	Send application to hkg.hrrecruitment@lsgskychefs.com or Contact 2767 5234 (Dash Chan)

<p>Metrojet Limited</p> <p>www.metrojet.com/zh-hant</p>	<p>1</p>	<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 	<p>01/06/2023 – 31/08/2023 (tentatively)</p>	<p>\$10,000</p>	<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 • Good command in both written and spoken English is essential 	<p>31/05/2023</p>	<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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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)
		<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. 					

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)
<p>Metrojet Limited</p> <p>www.metrojet.com/zh-hant</p>	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 • General knowledge of National Aviation Authorities Regulations, and procedures regarding aviation safety and quality 	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.

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)
<p>Metrojet Limited</p> <p>www.metrojet.com/zh-hant</p>	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 • Common sense on basic mechanical knowledge 	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.

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)
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 • Strong communication, time-management and problem-solving skills 	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.

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)
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 • Strong communication, time-management and problem-solving skills 	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.

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)
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

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)
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
NAF Global Logistics Limited www.naflogisticsgroup.com	3	<ul style="list-style-type: none"> Provides administrative and clerical support for airfreight operations team and programming support for the airfreight cargo management system Provides airfreight customer service 	Mid-Jun – Sep 2023	\$8,000 - \$12,000 (depending on the competence and capabilities of the applicants)	<ul style="list-style-type: none"> Undergraduate students of Business Administration / Marketing / Supply Chain / Logistics / Programming or IT Proficiency in Microsoft office applications Good command of written / spoken English, Cantonese and Mandarin 	31/07/2023	By email: euphemia.ho@naffreight.com and/or through hiring platforms like JobsDB

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Nankai Transport International (HK) Company Limited www.nankai.com.hk	2	<ul style="list-style-type: none"> • Assist in projects under the digital, IT solutions or IT infrastructure team • Apply knowledge in data analytics, business analysis, IT risk and security, cloud computing or web development to work • Support Sales and Marketing team • Conduct administrative and clerical duties • Co-ordinate airfreight bookings • Manage ongoing shipping orders with customers • Assist in warehouse operation in daily activities • Study contemporary supply chain management • Special offer: Candidates who have excellent working performance can gain a full time return offer after graduation 	01/07/2023 – 31/08/2023	\$10,000	<ul style="list-style-type: none"> • Minimum HKCEE / HKDSE qualifications, with at least 5 subjects passed including English language, or equivalent • Undergraduate students is preferred • Knowledge of computer graphic / programming, electrical circuits is preferred 	12/06/2023	Interested parties please send your resume and cover letter with your availabilities (including work day) to wanda@nankai.com.hk

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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	<p>Year 1, Year 2, or Year 3 University Students</p> <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

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)
Premiere Logistics (HK) Limited www.premiere-logistics.com/hong-kong.html	3	<p>Operation Trainee (Internship)</p> <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 <p style="text-align: center;">  Premiere - Operation Trainee </p>	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 <p style="text-align: center;">  Premiere - Operation Trainee </p>	31/05/2023	For interested parties, please apply with full resume with expected salary and the MATF application form by email to kandy.chan@premierehk.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)
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 Trai	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 Trai	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	• Strong numerical ability	31/05/2023	電郵履歷表 SATSHK_RECRUIT@satshk.com
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 2023 	Jul – Aug 2023	\$500/day, equivalent to \$13,000/month	University Undergraduates (non-final year) preferably in Human Resources Management	30/06/2023	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 	Jul – Aug 2023	\$500/day, equivalent to \$13,000/month	University Undergraduates (non-final year) preferably in Business or Supply Chain Management	30/06/2023	Direct application via dsc_recruit.hk@sf-dsc.com
SF Supply Chain (Hong Kong) Limited (Aviation Sector)	1	Provide support in IT related projects of warehouse operation e.g. Warehouse management system etc.	Jul – Aug 2023	\$500/day, equivalent to \$13,000/month	University Undergraduates (non-final year) preferably in IT or Supply Chain Management	30/06/2023	Direct application via dsc_recruit.hk@sf-dsc.com
SF Supply Chain (Hong Kong) Limited (Aviation Sector)	32	Assist in daily operations of the warehouse / stock take projects in operation department	Jul – Aug 2023	\$500/day, equivalent to \$13,000/month	University Undergraduates (non-final year) preferably in Supply Chain Management or Logistics	30/06/2023	Direct application via dsc_recruit.hk@sf-dsc.com
SF Supply Chain (Hong Kong) Limited (Aviation Sector)	1	Provide administrative and clerical support to the Finance department	Jul – Aug 2023	\$500/day, equivalent to \$13,000/month	University Undergraduates (non-final year) preferably in Accounting and Finance	30/06/2023	Direct application via dsc_recruit.hk@sf-dsc.com

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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
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

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	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
TAG Aviation Asia Limited www.tagaviation.com/en	2	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 	25/06/2023	Interested parties please send your full resume to corp.recruitment@tagaviation.com

<p>TAG Aviation Asia Limited</p> <p>www.tagaviation.com/en</p>	<p>1</p>	<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>	<p>\$7,000</p>	<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 	<p>04/06/2023</p>	<p>Interested parties please send your full resume to corp.recruitment@tagaviation.com</p>
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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)
		administration, and logistics					