



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

*Updated as at
15 March 2024*

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. Jun to Aug 2024	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)
Aviation Security Company Limited www.avseco.com.hk	10	Assist in divisional administrative and clerical work	Jul 2024 – Aug 2024	\$10,000	Nil	31/05/2024	Email resume to recruitgen@avseco.com.hk together with MATF application form
Berkman Forwarding Hong Kong Limited www.aelbkm.com	1	Operation Trainee (Internship) <ul style="list-style-type: none"> Daily air freight order follow up Assist sales team to input sales lead opportunity Assist manager for ad-hoc project Co-ordinate with customer and overseas agent to answer general enquiry Data quality control 	End of May 2024 – Aug 2024	\$10,000 or above	Major in Shipping	31/05/2024	By e-mail to officeadmin@hk.aelbkm.com
Dachser Hong Kong Limited www.dachser.com	1	<ul style="list-style-type: none"> Assist in internal data analysis report, quotation settlement usage and clerical support for the Air Freight Export Team Assist in ad-hoc tasks 	Apr 2024 – Jun 2024 Or Jun 2024 – Aug 2024	\$8,000	<ul style="list-style-type: none"> Logistics / Supply Chain / Aviation Management Pro-active and willing to learn 	Open until filled	By email: hr.hongkong-asl@dachser.com with cover letter and details resume
DSV Air & Sea Limited www.dsv.com/en	2	Air Freight Department <ul style="list-style-type: none"> Provide clerical support to the air export CS or operations teams. Support the teams' daily data entry, data verification, and documentation 	3/06/2024 – 30/08/2024	\$8,000	<ul style="list-style-type: none"> Undergraduate students in supply chain / logistics. Fast learner with positive working attitude. Responsible and attentive to details. 	Open until filled	Send resume to career@hk.dsv.com

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DSV Air & Sea Limited www.dsv.com/en	1	Commercial Department <ul style="list-style-type: none"> Perform administrative and clerical support to the team including sales analysis. Assist to follow up on shipment status for customers, focusing on air shipments. 	3/06/2024 – 30/08/2024	\$8,000	<ul style="list-style-type: none"> Undergraduate students in supply chain / logistics. Good MS excel, word, and powerpoint skills. Good interpersonal and communication skills. 	Open until filled	Send resume to career@hk.dsv.com
DSV Air & Sea Limited www.dsv.com/en	1	Operational Excellence Department <ul style="list-style-type: none"> Participate in operational compliance and process optimization projects by assisting the team to prepare reports, presentations and perform data analysis in related to the air and sea cargo operations system. 	3/06/2024 – 30/08/2024	\$8,000	<ul style="list-style-type: none"> Undergraduate students in supply chain / logistics. Good MS excel, word and powerpoint skills. Proactive with good working attitude. 	Open until filled	Send resume to career@hk.dsv.com
DSV Air & Sea Limited www.dsv.com/en	1	Regional IT Department <ul style="list-style-type: none"> Provide clerical support to manager and team on IT projects in related to sea logistics or other cargo operations. Keep track of projects, tasks, timelines, and reports, etc. 	26/08/2024 – 22/11/2024	\$8,000	<ul style="list-style-type: none"> Proficient in written and spoken English. Good MS excel, word, and powerpoint skills. IT knowledge is a bonus. 	Open until filled	Send resume to career@hk.dsv.com
DSV Air & Sea Limited www.dsv.com/en	1	Finance Department <ul style="list-style-type: none"> Perform daily routine of accounting duties, reporting and other clerical works in related to air or other logistics products. Assist in data entry, record-keeping, and provide administrative support to daily operations of the team. 	3/06/2024 – 30/08/2024	\$8,000	<ul style="list-style-type: none"> Self-motivated, responsible and detail-oriented. Good numerical sense. Good MS excel skill is an advantage. 	Open until filled	Send resume to career@hk.dsv.com

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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"> • coming edition of Annual Member Directory Publication • Airline Import Shipment Release System (AISRS) • Sport & Recreation • Visit / Seminar • Social Media & Promotion • Reception & Phone enquires • Filing & Scanning 	16/05/2024 – 31/08/2024 (any 3 months)	\$9,600	<ul style="list-style-type: none"> • 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 	Open until filled	By email to recruit@haffa.com.hk with resume and copies of Academic proofs (i.e. HKDSE result and unofficial university transcript)
John Swire & Sons (H.K.) Limited https://careers.swire.com	50	Work on business-related projects at Cathay Pacific Airways or HAECO to help achieve business goals	02/07/2024 – 23/08/2024	\$10,000	<ul style="list-style-type: none"> • Please visit our website for more details 	09/02/2024	Application via https://careers.swire.com/en/careers/swire-summer-internship-programme

<p>Metrojet Limited</p> <p>www.metrojet.com/</p>	<p>1</p>	<p>Intern, Sales</p> <p>Job Purpose: Provide commercial, contracts and business development support across all Metrojet business functions.</p> <p>Key Accountabilities:</p> <ul style="list-style-type: none"> • Support Commercial Team in drafting and reviewing contracts <ul style="list-style-type: none"> (a) Co-ordinate with Commercial Team to understand business needs, evaluate company position and analyse commercial impact. (b) Support Commercial Team in draft agreements, letters and other documents (c) Translate relevant contracts from English to Chinese. • Contract administration and standardization <ul style="list-style-type: none"> (a) Update contract management system for efficient management of Metrojet’s contractual obligations and risks. (b) Monitor contract status and ensure they are negotiated, reviewed and renewed in a timely manner. • Sales Support <ul style="list-style-type: none"> (a) Manage and adopt support tools for new business regarding sales pipeline lead-creation and pricing models. (b) Review current business aircraft management sales presentations, proposals and customer reports, and recommend improvements. (c) Support sales activities as need arises. 	<p>JUN to AUG 2024</p>	<p>\$12,000</p>	<ul style="list-style-type: none"> • Full time students from any undergraduate or sub-degree programmes in business, management, marketing, law, accounting or related discipline • Excellent command of spoken and written Chinese and English • Excellent interpersonal, communication, influencing and analytical skills • A team player • Excellent attention to detail • Enjoys meticulous work such as data analysis and report creation • Organised and able to work under short deadlines • Presentable, mature and confident character • Knowledge of CRM system is an advantage • Advanced computer literacy, especially MS Word, Excel, and PowerPoint 	<p>Open until filled</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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		<ul style="list-style-type: none"> • Participate in business projects and development <ul style="list-style-type: none"> (a) Design, prepare, review and present and manage accurate business reports and financial metrics to other departments to meet business objective and drive new business, including but not limited to aircraft operating budgets, productivity reports and aircraft reports. (b) Assist in designing and preparing day-to-day proposals, brochures and presentations. (c) Support process improvement to increase corporate efficiency and achieve cost savings. 					

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Metrojet Limited www.metrojet.com/	1	<p>Intern, Safety and Quality Assurance</p> <p>Job Purpose: Through a Corporate Safety & 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 create dashboards • Assist in routine safety and quality surveillance • Assist in audit checklists and finding tracking database setting and efficiency improvement • Assist in personnel assessment & authorization systems standardization and efficiency improvement 	JUN to AUG 2024	\$12,000	<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 • Knowledge in the Microsoft Power Apps and Power BI are essential • 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 are recommended 	Open until filled	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/	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 & stock count • Handle ad hoc tasks assigned by the supervisor 	JUN to AUG 2024	\$12,000	<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 	Open until filled	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/	1	Intern, IT Job Purpose: This role is to perform helpdesk support to users, conduct documentation and tracking of user information in order to comply instructions and guidance. Handle ad hoc projects as assigned by the manager. Key Accountabilities: <ul style="list-style-type: none"> • Support IT daily Operations and helpdesk support. • Handle the IT incident and Request via Email/ Ticket System/ Phone call • Installation and testing of cabling connections, both structured and one-off connections • Participate in application design, development and implementation of aviation applications such as Corridor aviation service software, Flight Operation System and other departmental related applications • Prepare technical documentation • Perform any other relevant duties as assigned by manager • Report to IT Manager 	JUN to AUG 2024	\$12,000	<ul style="list-style-type: none"> • Full time students from any undergraduate or sub-degree programmes in Computer Science or related disciplines • Experience in troubleshooting on IT related issues is advantage • Experience of writing official documentation is advantage • Good command in Cantonese and English, Putonghua • Willing to learn, self-initiative and work independent • Good interpersonal skill, telephone manner and service attitude 	Open until filled	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>Metrojet Limited www.metrojet.com/</p>	<p>1</p>	<p>Intern, Marketing and Administration</p> <p>Job Purpose: Assist in delivering Metrojet’s Marketing projects and messages, both within and outside of the business aviation arena locally, regionally and internationally. This role is also responsible for providing administrative support for the smooth corporate office operation.</p> <p>Key Accountabilities:</p> <ul style="list-style-type: none"> • Assist in the planning and execution of different events, photo and video production activities, marketing campaigns, internal and external collaborations, and website revamp project. • Work closely with vendors and suppliers to prepare the corporate collaterals and other communication materials. • Design and create marketing content and related materials including digital visuals for all company communication channels and social media platforms. • Update, monitor and respond appropriately to the company website, intranet, and social media platforms. • Develop reports on social media performance and other market activities within digital and social media spaces. • Provide operation and administrative support for the Marketing team and any other (ad hoc) duties as deemed 	<p>JUN to AUG 2024</p>	<p>\$12,000</p>	<ul style="list-style-type: none"> • Full time students from any undergraduate or sub-degree programmes in Marketing or relevant discipline • Self-motivated, detailed-minded, proactive and positive attitude • Ability to multi-task, work under pressure and meet deadlines, and to take on additional duties where necessary • Pleasant with excellent interpersonal and communication skills • Good command of written and spoken English, Chinese and Mandarin • Proficient in MS office applications (Word, Excel, PowerPoint) and Chinese word processing • Familiar with graphics design and video editing tools such as Photoshop and Premiere Pro is preferred 	<p>Open until filled</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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		<p>appropriate by the Manager, Marketing, Communications and Corporate Administration.</p> <ul style="list-style-type: none"> • Work closely with other Administration team members to provide administration assistance to office staff • Ensure the Corporate Administration policies and procedures are followed and executed. Assist in creating, reviewing, and updating office policies and procedures to be in line with business requirements • Provide all rounded office administrative support including but not limited to purchase and procurement, invoice and billing, mail services, facility management, permit application and staff event logistics, document formatting • Maintain systematic filing system; keep accurate inventories record for office equipment, stationeries and/or company properties • Assist ad-hoc projects/tasks as instructed by the Manager, Marketing, Communications and Corporate Administration or senior management 					

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Metrojet Limited www.metrojet.com/	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 & 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 with MRO improvement projects • Assist with MRO Production Team's daily operation tasks 	JUN to AUG 2024	\$12,000	<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 	Open until filled	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/	1	<p>Intern, Logistics</p> <p>Job Purpose: Through a Maintenance and Repair Organization’s 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 (MRO).</p> <p>The role will take special focus on Ground Support Equipment 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 	JUN to AUG 2024	\$12,000	<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 • 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 	Open until filled	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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Premiere Logistics (HK) Limited www.premiere-logistics.com/hong-kong.html	20	Operation 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, and customer understanding • Responsible for coordination and consolidation of marketing report • Develop and implement marketing activities (meetings, exhibitions, seminars, 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 	01/04/2024 – 31/03/2025	\$40 - \$60/hour	<ul style="list-style-type: none"> • Logistics/Supply Chain/Marketing related degree is preferred • Fluent in oral English and mastering a second language is preferred; • A good team player and to tolerate of great pressure; • Qualified with good communication skills. 	Open until filled	For interested parties, please apply with full resume with expected salary and the MATF application form by email to michelle.leung@premierehkg.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 2024 	05/2024 – 08/2024	\$500/day, equivalent to \$13,000/month	University Undergraduates (non-final year) preferably in Human Resources Management	Open until filled	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 general clerical and administrative support to Legal Department • Assist in review of simple legal documents, such as confidentiality agreement 	05/2024 – 08/2024	\$500/day, equivalent to \$13,000/month	University Undergraduates (non-final year) preferably in Business or Supply Chain Management	Open until filled	Direct application via dsc_recruit.hk@sf-dsc.com

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SF Supply Chain (Hong Kong) Limited (Aviation Sector)	1	Provide support in IT related projects of warehouse operation e.g. Warehouse management system etc.	05/2024 – 08/2024	\$500/day, equivalent to \$13,000/month	University Undergraduates (non-final year) preferably in IT or Supply Chain Management	Open until filled	Direct application via dsc_recruit.hk@sf-dsc.com
SF Supply Chain (Hong Kong) Limited (Aviation Sector)	25	Assist in daily operations of the warehouse / stock take projects in operation department	05/2024 – 08/2024	\$500/day, equivalent to \$13,000/month	University Undergraduates (non-final year) preferably in Supply Chain Management or Logistics	Open until filled	Direct application via dsc_recruit.hk@sf-dsc.com