



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



*Updated as at
4 July 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)
Airport Authority Hong Kong www.hongkongairport.com	2	<ul style="list-style-type: none"> Assist in reviewing the management procedures of the airfield documents database Assist in reviewing and standardizing the formatting of documentation and the filing management processes Assist in updating and revamping the Airfield Operations Manual Assist in analysing the impacts of flight checks on the commissioning of the Three Runway System (3RS) and in preparing for the Aircraft Crash and Rescue Exercise 	17 Jun 2024 - 9 Aug 2024	tbc	<ul style="list-style-type: none"> Undergraduate in any disciplines, preferably in Data Science field Proficient in MS Office Possession of Excel VBA skills would be an advantage Good command in both written and spoken English & Chinese 	1-Apr-24	Online application on AA website
Airport Authority Hong Kong www.hongkongairport.com	3	<ul style="list-style-type: none"> Conduct testing and record results of the acceptance process for digital project deliverables Monitor system performance in operation to assist in identifying areas for system reliability, corrections, or enhancements 	17 Jun 2024 - 9 Aug 2024	tbc	<ul style="list-style-type: none"> Undergraduate in any disciplines, preferably in Computer Science / Engineering field Proficient in MS Office especially in Microsoft Excel Proficiency in data analysis skill will be an advantage Good command in both written and spoken English & Chinese 	1-Apr-24	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 regular review of airline on-time performance data and design a monitoring mechanism Collect research findings on the slot coordination systems implemented by various countries Participate in discussions with internal parties and provide assistance in preparing presentations 	17 Jun 2024 - 9 Aug 2024	tbc	<ul style="list-style-type: none"> Undergraduate in Engineering / Transport / Computer Science/ Logistics Proficient in MS Office Good analytical skills, communication and presentation skills Good command in both written and spoken English & Chinese 	1-Apr-24	Online application on AA website
Airport Authority Hong Kong www.hongkongairport.com	1	<ul style="list-style-type: none"> Assist in reviewing the existing infrastructure inventory including Electric Vehicle chargers Assist in formulating a comprehensive management plan and procedures 	17 Jun 2024 - 9 Aug 2024	tbc	<ul style="list-style-type: none"> Undergraduate in Engineering / Transport / Computer / Logistics is preferred Proficient in MS Office Good analytical skills, communication and presentation skills Good command in both written and spoken English & Chinese 	1-Apr-24	Online application on AA website
Airport Authority Hong Kong www.hongkongairport.com	3	<ul style="list-style-type: none"> Assist in the implementation for Airfield Resources Pooling Scheme Provide support for the issuance of airfield operator certifications under the Labour Importation Scheme Provide support for the issuance of airside vehicle licenses for vehicles Assist in the preparation of the Aircraft Crash and Rescue Exercise Assist with the review and enhancement of the performance management regime for Ramp Handling Licensees 	17 Jun 2024 - 9 Aug 2024	tbc	<ul style="list-style-type: none"> Undergraduate in any disciplines Proficient in MS Office Good communication skills Sensitive to figures and numbers, enjoy working outdoors and dealing with people Good command in both written and spoken English & Chinese 	1-Apr-24	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 conducting research on major airport development trends and strategies, providing updates, reviews, and insights Coordinate and consolidate inputs and comments pertaining to airport consultancy studies 	17 Jun 2024 - 9 Aug 2024	tbc	<ul style="list-style-type: none"> Undergraduate in Aviation Management / Operations / Aeronautical Engineering / Planning / Transportation Planning or related disciplines Proficient in MS Office Strong sense of responsibility Good communication, analytical and interpersonal skills Good command in both written and spoken English & Chinese 	1-Apr-24	Online application on AA website
Airport Authority Hong Kong www.hongkongairport.com	1	<ul style="list-style-type: none"> Collect data on passengers' departure and arrival profiles through surveys, interviews, or observations Analyse the data to identify trends and patterns using statistical methods Develop mathematical models to simulate passenger flows and queuing systems Conduct a literature review to gain a deeper understanding of passenger behaviour 	17 Jun 2024 - 9 Aug 2024	tbc	<ul style="list-style-type: none"> Undergraduate in Operations Research / Industrial Engineering / Mathematics / Statistics / Aviation Management / Logistics or related disciplines Strong analytical and problem-solving skill Experience in programme software, such as Python and VBA will be an advantage Good communication and interpersonal skills Willingness to work flexible hours when required Good command in both written and spoken English & Chinese 	1-Apr-24	Online application on AA website

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Airport Authority Hong Kong www.hongkongairport.com	1	<ul style="list-style-type: none"> Conduct literature review on passenger connection time Collect and analyse data on flight schedules, passenger traffic, and logistical information to gain insights into passenger connection time Administer surveys to relevant stakeholders to gather insights into the efficiency and effectiveness of the existing passenger connection process Perform any other assigned tasks or responsibilities related to optimizing the passenger connection process 	17 Jun 2024 - 9 Aug 2024	tbc	<ul style="list-style-type: none"> Undergraduate in Statistics / Data Science / Data Analytics / Decision Analytics / Business Statistics Proficient in MS Office Experience in programme software, such as PowerBI, python and R would be an advantage Strong sense of responsibility Good communication and interpersonal skills Good command in both written and spoken English & Chinese 	1-Apr-24	Online application on AA website
Airport Authority Hong Kong www.hongkongairport.com	1	<ul style="list-style-type: none"> Assist in revising the Baggage Handling Procedures Manual and developing contingency measures Assist in reviewing the Department's Safety Management Plan, identifying areas for improvement, implementing new safety measures, and ensuring that various stakeholders comply with safety regulations and standards Engage in a variety of departmental activities, such as performing data analysis, composing reports, and participating in meetings and workshops 	17 Jun 2024 - 9 Aug 2024	tbc	<ul style="list-style-type: none"> Undergraduate in any disciplines Strong problem-solving and analytical skills Good collaboration and interpersonal skills Good command in both written and spoken English & Chinese 	1-Apr-24	Online application on AA website
Airport Authority Hong Kong	1	<ul style="list-style-type: none"> Assist in reviewing the Automated People Mover (APM) passenger counting model and 	17 Jun 2024 - 9 Aug 2024	tbc	<ul style="list-style-type: none"> Undergraduate in any disciplines, preferably in Business / Transport / 	1-Apr-24	Online application on AA website

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www.hongkongairport.com		APM demand forecasting to derive findings / recommendations <ul style="list-style-type: none"> • Assist in the operational planning of APM service and real-time operational issues • Participate in the implementation of projects related to APM 			Data Science or other related business subject <ul style="list-style-type: none"> • Proficient in MS Office and Tableau • Good interpersonal and communication skills • Willingness to work flexible hours when required (including early morning / night time) • Good command in both written and spoken English & Chinese 		
Airport Authority Hong Kong www.hongkongairport.com	1	<ul style="list-style-type: none"> • Assist with data collection and input during the Proof of Concept Phase of the Permanent Bag Tag project • Prepare statistics and charts for use in presentations • Collect feedback from passengers, handling agents, and airlines during the trial run 	17 Jun 2024 - 9 Aug 2024	tbc	<ul style="list-style-type: none"> • Undergraduate in Engineering / Information Technology / Operations Management is preferred • Proficient in MS Office • Good Analytical and communication skills • Good command in both written and spoken English & Chinese 	1-Apr-24	Online application on AA website
Airport Authority Hong Kong www.hongkongairport.com	1	<ul style="list-style-type: none"> • Assist with payroll verification using the Contractor's Workforce Management System • Conduct on-site inspections and reviews of the contractor's daily and monthly submissions, such as attendance records, monthly rosters, and inspection reports • Assist in reviewing and inspecting the terminal facilities • Support the implementation of Municipal Solid Waste Charging Scheme 	17 Jun 2024 - 9 Aug 2024	tbc	<ul style="list-style-type: none"> • Undergraduate in Facilities and Logistics Management / Housing Management / Property Management is preferred • Computer proficiency and good analytical skills • Good command in both written and spoken English & Chinese 	1-Apr-24	Online application on AA website

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Airport Authority Hong Kong www.hongkongairport.com	2	<ul style="list-style-type: none"> Assist in the development and testing of the customer booking system of the Automated Car Park Assist in preparing the presentation and training materials related to the commissioning of Automated Car Parks Conduct market research on fare setting and business projections for the projects including marketing and promotional initiatives, payment, and fare collection strategies 	17 Jun 2024 - 9 Aug 2024	tbc	<ul style="list-style-type: none"> Undergraduate in any disciplines Strong problem solving skills Strong in presentation and writing skills Good command in both written and spoken English & Chinese 	1-Apr-24	Online application on AA website
Airport Authority Hong Kong www.hongkongairport.com	1	<ul style="list-style-type: none"> Conduct on-site inspection and reviews of contractor's daily and monthly submissions, such as attendance records, monthly rosters, and inspection reports Assist in the review and inspection of the contractor's performance as well as the condition of the landscape 	17 Jun 2024 - 9 Aug 2024	tbc	<ul style="list-style-type: none"> Undergraduate in Landscape / Horticulture / Geography / Environmental Science/ Biology is preferred Computer proficiency and good analytical skills Good command in both written and spoken English & Chinese 	1-Apr-24	Online application on AA website
Airport Authority Hong Kong www.hongkongairport.com	1	<ul style="list-style-type: none"> Liaise with internal and external parties, as well as regulatory bodies, to coordinate logistics, administrative arrangements, and on-site support for security sweepings Prepare and update documentations for gazette and compile meeting materials related to aviation security arrangements for the commencement of the Centre Runway 	17 Jun 2024 - 9 Aug 2024	tbc	<ul style="list-style-type: none"> Undergraduate in Business / Aviation or related disciplines Proficient in MS Office Good interpersonal and communication skills Proactive and self-motivated Good command in both written and spoken English & Chinese 	1-Apr-24	Online application on AA website

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		<ul style="list-style-type: none"> Assist in planning the infrastructure and related works for the Three Runway System (3RS) to ensure security compliance 					
Airport Authority Hong Kong www.hongkongairport.com	1	<ul style="list-style-type: none"> Assist in organising customer service excellence programs, including customer service seminars for the airport community and airport-wide service excellence appreciation scheme Assist in conducting customer insights research projects, benchmarking studies and thematic surveys Identify opportunities for operation improvement in Customer Service Centers and survey operations 	17 Jun 2024 - 9 Aug 2024	tbc	<ul style="list-style-type: none"> Undergraduate in any disciplines Proficient in MS Office Proactive learner with strong initiative and learning agility Good command in both written and spoken English & Chinese 	1-Apr-24	Online application on AA website
Airport Authority Hong Kong www.hongkongairport.com	1	<ul style="list-style-type: none"> Assist with the on-going terminal enhancement projects Participate in the management of upcoming projects in terminal Provide support in day-to-day facilities management assignments 	17 Jun 2024 - 9 Aug 2024	tbc	<ul style="list-style-type: none"> Undergraduate in Property Management / Estate Management / Business Administration / Aviation Management Sensitive to numbers and be meticulous Team player with pleasant personality Strong communication and problem solving skills Good command in both written and spoken English & Chinese 	1-Apr-24	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 review of terminal facilities and establish systematic inventory management Identify improvements for service contractors and licensees to ensure the delivery of high-quality services Assist in preparing for the tender changeover related to the Facilities Management of the Community Building Liaise with internal and external parties to communicate the event logistics and provide on-site support during the launch of event period Conduct analysis and the findings during event period to assess the effectiveness of the passengers events Assist in developing publicity materials for promoting the passenger events 	17 Jun 2024 - 9 Aug 2024	tbc	<ul style="list-style-type: none"> Undergraduate in any disciplines Knowledge in Photoshop and other relevant graphic tools will be an advantage Knowledge in the marketing research and event management will be an advantage Good communication, project management, problem solving and organization skills Good data collection and analysis skills Proactive, innovative and service oriented Good command in both written and spoken English & Chinese 	1-Apr-24	Online application on AA website
Airport Authority Hong Kong www.hongkongairport.com	1	<ul style="list-style-type: none"> Conduct passenger surveys for off-airport check-in and baggage delivery services Assist in the preparation of tender exercise for waste management services Support the administration works of food court management and waste management such as performance audits, reporting and enhancement work coordination 	17 Jun 2024 - 9 Aug 2024	tbc	<ul style="list-style-type: none"> Undergraduate in Business Administration / Marketing / Aviation / Transportation / Statistics or related disciplines Good analytical and communication skills Open-minded, independent, and good team player Good command in both written and spoken English & Chinese. Proficiency in Putonghua is an advantage 	1-Apr-24	Online application on AA website

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Airport Authority Hong Kong www.hongkongairport.com	1	<ul style="list-style-type: none"> Conduct survey on passenger's self-service check-in behaviour Analyse survey results and provide recommendations to improve self-service check-in processes, including setup, passenger flow, signage, and promotional materials Assist in conducting the performance audits of check-in counter operations and the delivery of services by contractors for common self bag drop systems 	17 Jun 2024 - 9 Aug 2024	tbc	<ul style="list-style-type: none"> Undergraduate in Aviation Management / Business Administration or related disciplines Proficient in MS Office Proactive and innovative Able to work independently Good command in both written and spoken English & Chinese 	1-Apr-24	Online application on AA website
Airport Authority Hong Kong www.hongkongairport.com	1	<ul style="list-style-type: none"> Review the Articles of Association of various subsidiaries of the authority for standardization purpose Conduct research of the reporting in corporate governance in annual reports of other local reputable companies to identify improvement areas for adoption Provide support in coordinating the regular airport visit for Board Members Participate in the Phase 2 In-town Office Improvement Project 	17 Jun 2024 - 9 Aug 2024	tbc	<ul style="list-style-type: none"> Undergraduate in any disciplines, preferably in Business Administration Proficient in MS Office Excellent command in both written and spoken English & Chinese 	1-Apr-24	Online application on AA website
Airport Authority Hong Kong www.hongkongairport.com	1	<ul style="list-style-type: none"> Assist in monitoring of HKIA Dongguan Logistics Park (HKIALP) service and performance Assist in HKIALP service implementation and upgrade initiatives Assist in HKIA Cargo Platform implementation including business requirement gathering, 	17 Jun 2024 - 9 Aug 2024	tbc	<ul style="list-style-type: none"> Undergraduate in any disciplines Proficient in MS Office Good command of spoken and written English and Chinese 	1-Apr-24	Online application on AA website

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		stakeholders communications, timeline and project management and documentation <ul style="list-style-type: none"> • Conduct data analysis/ research on ad hoc projects • Compile reports and presentations, including studies into government ordinances, customs and trade regulation, air cargo market trends and special cargo development 					
Airport Authority Hong Kong www.hongkongairport.com	1	<ul style="list-style-type: none"> • Conduct market research and benchmarking on Aerotropolis developments worldwide, analyzing airport development trends • Collaborate and coordinate with different stakeholders to plan the revamp of SKYCITY Website and update pre-marketing materials • Support pre-marketing plans, business studies and development planning tasks for new property development projects of SKYCITY and Airport City 	17 Jun 2024 - 9 Aug 2024	tbc	<ul style="list-style-type: none"> • Undergraduate in Data Analytics/ Real Estate/ Marketing/ Business Administration or other related disciplines • Proficient in MS Office • Good command in both written and spoken English & Chinese 	1-Apr-24	Online application on AA website
Airport Authority Hong Kong www.hongkongairport.com	1	<ul style="list-style-type: none"> • Analyze and maintain a comprehensive data bank for real estate market intelligence, including market trends, competitors' analysis, and investment opportunities • Collaborate and coordinate with different stakeholders through participating in the development planning, business studies and report preparation • Update and manage the land bank 	17 Jun 2024 - 9 Aug 2024	tbc	<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 & Chinese 	1-Apr-24	Online application on AA website

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		<p>database, ensuring accurate and up-to-date information on available land for future development</p> <ul style="list-style-type: none"> Support land administration tasks and pre-marketing plans for new property development projects of SKYCITY and Airport City 					
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 construction of various infrastructure of SKYCITY Prepare presentations for meetings and reports to senior management 	17 Jun 2024 - 9 Aug 2024	tbc	<ul style="list-style-type: none"> Undergraduate in Architecture/ Planning/ Surveying or other related disciplines Proficient in MS Office Good command in both written and spoken English & Chinese 	1-Apr-24	Online application on AA website
Airport Authority Hong Kong www.hongkongairport.com	1	<ul style="list-style-type: none"> Compile reports and presentations, including studies on industry and market development of aviation franchisees Conduct research on special projects and new initiatives related to aviation franchises Support planning and executing safety promotions, events and meetings 	17 Jun 2024 - 9 Aug 2024	tbc	<ul style="list-style-type: none"> Undergraduate in Aviation/ Transport/ Logistics/ Business Management/ Marketing or other related disciplines Proficient in MS Office Good command in both written and spoken English & Chinese 	1-Apr-24	Online application on AA website
Airport Authority Hong Kong www.hongkongairport.com	1	<ul style="list-style-type: none"> Assist in conducting review of the Departmental Policy and audit processes Assist in system consolidation of safety and performance reports Assist in process improvement of existing workflows 	17 Jun 2024 - 9 Aug 2024	tbc	<ul style="list-style-type: none"> Undergraduate in Aviation/ Transport/ Logistics/ Business Management/ Marketing/ Statistics/ Engineering or other related disciplines 	1-Apr-24	Online application on AA website

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					<ul style="list-style-type: none"> • Proficient in MS Office • Good command in both written and spoken English & Chinese 		
Airport Authority Hong Kong www.hongkongairport.com	2	<ul style="list-style-type: none"> • Assist in online and offline marketing campaigns including creative and content development, campaign execution, event setup, logistics planning and coordination with agencies and tenants • Assist in the User Acceptance Testing (UAT) of the Customer Relationship Management (CRM) platform, e-Coupon system, reward scheme change and other digital initiatives • Support the market research on loyalty programmes, promotions, or new retail services • Provide administrative support in the daily operation of HKairport Rewards 	17 Jun 2024 - 9 Aug 2024	tbc	<ul style="list-style-type: none"> • Undergraduate in Marketing/ Communication/ Information Systems/ other related disciplines • Proficient in MS Office • Creative, innovative and independent team player with good analytical skills • Good command in both written and spoken English & Chinese 	1-Apr-24	Online application on AA website
Airport Authority Hong Kong www.hongkongairport.com	1	<ul style="list-style-type: none"> • Assist in service monitoring, manpower deployment and operations for on-site retail services, such as the HKairport Rewards, HKairport Shop.com, Luxury Concierge, Free Delivery Service, Gate Delivery, etc. • Assist in the launch of social media campaigns • Assist in Free Delivery Service daily logistics as well as other administrative tasks and logistical support 	17 Jun 2024 - 9 Aug 2024	tbc	<ul style="list-style-type: none"> • Undergraduate in Marketing/ Communication/ Business related disciplines • Experience in customer services is an advantage • Proficient in MS Office • Meticulous, innovative and independent team player with good analytical skills • Good command in both written and spoken English & Chinese 	1-Apr-24	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 online marketing campaigns, including creative development, coordination with agencies/ tenants regarding launch of promotion materials Conduct research on the market and industry best practices and new retail ideas Assist in live-streaming/ video editing/ video shooting Assist in data analytics related projects 	17 Jun 2024 - 9 Aug 2024	tbc	<ul style="list-style-type: none"> Undergraduate in Marketing/ Business/ Communications/ Digital related disciplines Proficient in MS Office Knowledge in data visualization tool is an advantage Creative, innovative and independent Good analytical and organizational skills Good command in both written and spoken English & Chinese 	1-Apr-24	Online application on AA website
Airport Authority Hong Kong www.hongkongairport.com	1	<ul style="list-style-type: none"> Conduct research on ecommerce and food pre-ordering trends on User Experience (UX) to enhance customer satisfaction Assist in user acceptance testing (UAT) Assist in data analytics projects Assist in website health audit 	17 Jun 2024 - 9 Aug 2024	tbc	<ul style="list-style-type: none"> Undergraduate in Marketing/ Business/ Information Technology/ Data Analytics/ Digital related disciplines Knowledge in MS Office, Google Analytics and Tableau is preferred Creative, innovative, independent, good analytical and organizational skills Good command in both written and spoken English & Chinese 	1-Apr-24	Online application on AA website
Airport Authority Hong Kong www.hongkongairport.com	1	<ul style="list-style-type: none"> Conduct research on ecommerce trends on product assortments and online shopping behaviors to enhance customer satisfaction Assist in product re-categorization exercise Assist in user acceptance testing 	17 Jun 2024 - 9 Aug 2024	tbc	<ul style="list-style-type: none"> Undergraduate in Data Analytics/ Business/ Information Technology/ Merchandising/ Digital related disciplines Knowledge in MS Office, Google Analytics 	1-Apr-24	Online application on AA website

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		(UAT) <ul style="list-style-type: none"> Assist in data analytics related projects including develop new visualization dashboard in Tableau for merchandising and inventory management 			<ul style="list-style-type: none"> and Tableau is preferred Creative, innovative, independent, good analytical and organizational skills Good command in both written and spoken English & Chinese 		
Airport Authority Hong Kong www.hongkongairport.com	1	<ul style="list-style-type: none"> Assist in monitoring Airport Authority's social media and other online platforms Assist in organizing corporate/ media events and marketing activities Assist in the production of corporate collaterals, promotion and communication materials including video production Assist in carrying out stakeholder engagement, community and school programmes Conduct background research and prepare stakeholder profiles/ database to enhance the effectiveness of the engagement Provide support in crisis management 	17 Jun 2024 - 9 Aug 2024	tbc	<ul style="list-style-type: none"> Undergraduate in Communication/ Journalism/ English/ Business or other related disciplines Proficient in MS Office Good command in both written and spoken English & Chinese 	1-Apr-24	Online application on AA website
Airport Authority Hong Kong www.hongkongairport.com	1	<ul style="list-style-type: none"> Conduct qualitative research on the latest passenger and air cargo market landscape (e.g. competition, policies and geopolitics) Identify and evaluate factors and events that impact traffic dynamics to facilitate Corporate Planning Department's internal traffic forecast 	17 Jun 2024 - 9 Aug 2024	tbc	<ul style="list-style-type: none"> Undergraduate in Economics/ Political Science/ Business or other related disciplines Keen in aviation industry is a plus Proficient in MS Office Strong logical thinking and research capabilities Independent, accountable and 	1-Apr-24	Online application on AA website

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					conscientious • Good command in both written and spoken English & Chinese		
Airport Authority Hong Kong www.hongkongairport.com	1	<ul style="list-style-type: none"> • Prepare the presentation materials for the airport visits and assist in the visit arrangement to different locations in airport • Assit in coordinating joint promotion activities with new airlines for route launch activities • Assist in the execution of "Flash Fly Project" by liaising with internal departments and home-based airlines for logistical establishment 	17 Jun 2024 - 9 Aug 2024	tbc	<ul style="list-style-type: none"> • Undergraduate in Business/ Transportation Management or other related disciplines • Proficient in MS Office • Outgoing and presentable manner • Good command in both written and spoken English & Chinese 	1-Apr-24	Online application on AA website
Airport Authority Hong Kong www.hongkongairport.com	6	Appointed interns will work in Hong Kong – Zhuhai Airport Management Company Limited and be assigned in either one of the projects with details listed below: T2 Operation Readiness Coordination <ul style="list-style-type: none"> • Assist in monitoring and track key milestones outlined in the process chart for Terminal 2 (T2) operation readiness, ensuring timely progress and reporting any deviations • Assist in developing financial estimates for T2 • Provide support in addressing electronic and construction-related complexities associated with T2 • Ensure the supplementary agreements and relevant 	17 Jun 2024 - 9 Aug 2024	tbc	<ul style="list-style-type: none"> • Undergraduate in any disciplines • A profound passion for HKIA and an enthusiastic interest in GBA • A willingness to tackle challenges and experiment with innovative solutions • Self-motivated, proactive, good team player with strong problem solving and interpersonal skills • Proficient in MS Office • Good command in both written and spoken English & Chinese, including Putonghua 	1-Apr-24	Online application on AA website

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		<p>documents are updated promptly</p> <ul style="list-style-type: none"> Assist in organizing internal meetings and preparing meeting minutes <p>GBA Youth Aviation Internship</p> <ul style="list-style-type: none"> Assist in the employment activities for GBA Youth Aviation Internship Programme Provide support in the signing of agreements with colleges in Qingyuan, Guangzhou, Huizhou, and handle the collection and inspection of visa application documents Assist in the programme logistics, including facilitating dormitories and travel arrangements to Hong Kong Participate in the engagement of the internship program in the GBA, including the activities and networking events and experience sharing of living and working in Hong Kong 					
<p>Airport Authority Hong Kong</p> <p>www.hongkongairport.com</p>	4	<p>Appointed interns will work in Guangzhou Office and be assigned in the job task with details listed below:</p> <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 	17 Jun 2024 - 9 Aug 2024	tbc	<ul style="list-style-type: none"> Undergraduate in any disciplines A profound passion for HKIA and an enthusiastic interest in GBA A willingness to tackle challenges and experiment with innovative solutions Self-motivated, proactive, good team player with strong problem solving and 	1-Apr-24	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. 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)
		<ul style="list-style-type: none"> Assist in the preparation of business presentations and reports Participate in the projects coordination, collaborate with different stakeholders Perform other duties and provide administrative support as assigned by the supervisors 			<ul style="list-style-type: none"> interpersonal skills Proficient in MS Office Good command in both written and spoken English & Chinese, including Putonghua 		
Airport Authority Hong Kong www.hongkongairport.com	2	<ul style="list-style-type: none"> Conduct quantitative analysis, data mining and data engineering to provide data-driven insights Understand business needs, build dashboards, reports and/ or pipelines and formulate best practices 	17 Jun 2024 - 9 Aug 2024	tbc	<ul style="list-style-type: none"> Undergraduate in Data Science/ Data Management/ Information Technology or other related disciplines Knowledge in statistics, data visualization, data analysis and data management Hands-on experiences with analytical and BI tools e.g. SQL, R/Python, Tableau/ PowerBI, MS Access, SAS and VBA etc. is an advantage Good presentation, good interpersonal and communication skills Good command in both written and spoken English & Chinese 	1-Apr-24	Online application on AA website
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 Workforce Management System, Smart Fault Reporting, extension of e-Travel 	17 Jun 2024 - 9 Aug 2024	tbc	<ul style="list-style-type: none"> Undergraduate in Business Administration/ Marketing & Advertising/ Digital Marketing/ Business or E-Commerce 	1-Apr-24	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. 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)
		<p>platform services and digital travel token journey in mobile app</p> <ul style="list-style-type: none"> • Assist in the promotion campaigns for mobile app and e-Travel platform • Collect travel market statistics, conduct researches and analysis to identify emerging digital trends and opportunities • Analyze and look for insights of app users' behavior from statistics or data in dashboard or user experience interview • Perform other researches, presentations or on-site works as required 			<ul style="list-style-type: none"> • Creative, open-minded and presentable • Good command in both written and spoken English & Chinese 		
<p>Airport Authority Hong Kong</p> <p>www.hongkongairport.com</p>	2	<ul style="list-style-type: none"> • Assist in Flight Token extension projects including Smartphone Token Enrolment and Bag Drop; and Digital Travel Document Wallet on testing and operational trials • Conduct data analytics of passenger behavior and system performance • Conduct researches and analyses of market trends and technology development to improve passenger experience and keep the team abreast of the latest development of the counterparts • Assist in the preparation of presentation materials, on-site works and brainstorming sessions as required 	17 Jun 2024 - 9 Aug 2024	tbc	<ul style="list-style-type: none"> • Undergraduate in Business Administration/ Information Technology/ Digital Marketing • Creative, open-minded and good communication skills • Good command in both written and spoken English & Chinese 	1-Apr-24	Online application on AA website

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Airport Authority Hong Kong www.hongkongairport.com	1	Act as an assistant member for the following aspects: <ul style="list-style-type: none"> work at construction management team for administrating and reviewing of design proposal submission and construction statement provided by the design consultancy cooperate with the works contractors for projects including Transit Mail Centre, Boarding Gate Transformation in Terminal 1 Midfield and Ground Support Equipment Maintenance Services 	17 Jun 2024 - 9 Aug 2024	tbc	<ul style="list-style-type: none"> Undergraduate in Civil / Structural Engineering disciplines Good command in both written and spoken English & Chinese 	1-Apr-24	Online application on AA website
Airport Authority Hong Kong www.hongkongairport.com	3	<ul style="list-style-type: none"> Assist engineers to manage infrastructural projects at Hong Kong Port and East Coast Support Area including Airportcity Link and Airport Tung Chung Link 	17 Jun 2024 - 9 Aug 2024	tbc	<ul style="list-style-type: none"> Undergraduate in Civil / Structural Engineering Knowledge in road alignment and utilities planning will be an advantage Good command in both written and spoken English & Chinese 	1-Apr-24	Online application on AA website
Airport Authority Hong Kong www.hongkongairport.com	3	<ul style="list-style-type: none"> Assist engineers to manage infrastructural projects such as In-bound Carparks at Hong Kong Boundary Crossing Facilities (HKBCF), to review different technical reports and submissions from the consultant and contractors Participate in the testing and commissioning of Electrical & Mechanical systems 	17 Jun 2024 - 9 Aug 2024	tbc	<ul style="list-style-type: none"> Undergraduate in Electrical/ Mechanical/ Building Services Engineering Good command in both written and spoken English & Chinese 	1-Apr-24	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. 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)
Airport Authority Hong Kong www.hongkongairport.com	1	<ul style="list-style-type: none"> Assist in innovation projects process Conduct technology research for PoE and generate ideas to solve business problems Communicate with internal and external parties to facilitate Innovation Lab guest visit and manage related maintenance works 	17 Jun 2024 - 9 Aug 2024	tbc	<ul style="list-style-type: none"> Undergraduate in Information Technology/ Engineering disciplines Creative and logical thinking Good interpersonal and communication skills Good command of spoken and written English and Chinese. Mandarin is a plus. 	1-Apr-24	Online application on AA website
Airport Authority Hong Kong www.hongkongairport.com	1	<ul style="list-style-type: none"> Assist in working with internal & external parties on Large Language Models (LLM) research, Generative Artificial Intelligence (Gen AI) Proof of Concept (PoC) and Contract/ Tender AI Assistant pilot projects Gather and annotate requirements/ data for solution development and LLM training Prepare test cases/ prompts for testing Gen AI functionalities and output verification Document pilot results, insights and make recommendations Prepare training materials on prompting skills, PoC/ pilot solution usage 	17 Jun 2024 - 9 Aug 2024	tbc	<ul style="list-style-type: none"> Undergraduate in Information Technology/ Engineering disciplines Familiarity with embedding models, prompt engineering, Retrieval-Augmented Generation and model training frameworks and techniques Good technologies research and problem-solving skills Passion for Gen AI and ability to pick up new technologies quickly Good command in both written and spoken English & Chinese 	1-Apr-24	Online application on AA website
Airport Authority Hong Kong www.hongkongairport.com	2	<ul style="list-style-type: none"> Data discovery - study the current IT systems data landscape and data quality Prototype the data collection / data cleansing / data integration into the Data Cloud services. Build the foundation of the simple data visualization 	17 Jun 2024 - 9 Aug 2024	tbc	<ul style="list-style-type: none"> Undergraduate in computer science, information technology, data science or attained subjects related to data engineering, data analytics, AI, etc. 	1-Apr-24	Online application on AA website

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		<p>dashboard for IT management.</p> <ul style="list-style-type: none"> • Research on any Data Cloud and AI services / technologies and develop comparison report. 					
Airport Authority Hong Kong www.hongkongairport.com	1	<ul style="list-style-type: none"> • Participate in Three-Runway System (3RS) related handover works, including engineering review, testing and commissioning • Carry out case study on engineering modification for existing airport systems (i.e. Seawater Pumping System, Airport Special Purpose Vehicle Fleet) 	17 Jun 2024 - 9 Aug 2024	tbc	<ul style="list-style-type: none"> • Undergraduate in Engineering discipline (i.e. Mechanical Engineering, Building Services Engineering, Aerospace Engineering, Aeronautic Engineering) • Good command in both written and spoken English & Chinese 	1-Apr-24	Online application on AA website
Airport Authority Hong Kong www.hongkongairport.com	1	<p>Assit in the following project implementation/ commencement:</p> <ul style="list-style-type: none"> • Smart CCTV Core System Upgrade and Associated Works • design, supply and delivery of Access Control System (ACS) Core System Servers, Workstations, Software and Lift Control Equipment • the replacement of the Automated FOD Detection System (AFODDS) for both South and Centre Runways • support in the new facilities handover to maintenance team (i.e. Centre runway Airfield Ground Lighting (AGL) and related electronic systems) 	17 Jun 2024 - 9 Aug 2024	tbc	<ul style="list-style-type: none"> • Undergraduate in Electronics/ Control or IT disciplines • Good command of spoken and written English and Chinese 	1-Apr-24	Online application on AA website
Airport Authority Hong Kong www.hongkongairport.com	2	<ul style="list-style-type: none"> • Support in the maintenance of Oracle Financial System data • Assist in the accounts receivable and payable routine operations 	17 Jun 2024 - 9 Aug 2024	tbc	<ul style="list-style-type: none"> • Undergraduate in any disciplines, preferably in Accounting/ Business or other related disciplines 	1-Apr-24	Online application on AA website

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m		<ul style="list-style-type: none"> Assist in the PRC investments related projects Support other management, financial and project accounting analysis 			<ul style="list-style-type: none"> Proficient in MS Office Good command of spoken and written English and Chinese 		
Airport Authority Hong Kong www.hongkongairport.com	1	<ul style="list-style-type: none"> Attend internal or external meetings and take attendance notes Assist in the legal aspects of various matters connected with the daily operation of the airport as well as its various ongoing projects Assist in conducting legal research Assist Legal team to liaise with user departments and with the giving of legal advice as necessary Assist in legal drafting on a range of legal issues and contract documentation 	17 Jun 2024 - 9 Aug 2024	tbc	<ul style="list-style-type: none"> Undergraduate in Law Proficient in MS Office Good command in both written and spoken English & Chinese 	1-Apr-24	Online application on AA website
Airport Authority Hong Kong www.hongkongairport.com	1	<ul style="list-style-type: none"> Assist IT Procurement team to handle procurement activities Assist in market research, preparation of Request For Quotation (RFQ) and Tender related documents 	17 Jun 2024 - 9 Aug 2024	tbc	<ul style="list-style-type: none"> Undergraduate in Purchasing and Supply Management or other related disciplines Proficient in MS Office Good command of spoken and written English and Chinese 	1-Apr-24	Online application on AA website
Airport Authority Hong Kong www.hongkongairport.com	1	<ul style="list-style-type: none"> Assist in insurance renewal and claims processing Assist in the operations of the Insurance team including consolidating insurance renewal data, drafting memos and development of electronic systems 	17 Jun 2024 - 9 Aug 2024	tbc	<ul style="list-style-type: none"> Undergraduate in Accounting/ Finance/ Business or other related disciplines Proficient in MS Office Good command in both written and spoken English & Chinese 	1-Apr-24	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 updating business sections of the Medium Term Note Program offering circular Support the internal engagement, training or communication sessions Perform user acceptance testing (UAT) for system enhancement projects 	17 Jun 2024 - 9 Aug 2024	tbc	<ul style="list-style-type: none"> Undergraduate in Accounting/ Finance/ Business or other related disciplines Proficient in MS Office Good command in both written and spoken English & Chinese 	1-Apr-24	Online application on AA website
Airport Authority Hong Kong www.hongkongairport.com	1	<ul style="list-style-type: none"> Act as a secretary role for Enhancement of E-form project meetings Facilitate the User Acceptance Testing (UAT) for E-form projects and give feedback for improvements Liaise with line departments to define operational requirements and incorporate them in the enhancement of E-form project before implementation Assist in preparing PowerPoint and reports for management review Conduct market research and propose new initiatives for Administration related tasks 	17 Jun 2024 - 9 Aug 2024	tbc	<ul style="list-style-type: none"> Undergraduate in any disciplines, 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 & Chinese 	1-Apr-24	Online application on AA website
Airport Authority Hong Kong www.hongkongairport.com	3	<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)/ career talk(s) including coordination with different parties and the preparation in event logistics Conduct market benchmark/ 	17 Jun 2024 - 9 Aug 2024	tbc	<ul style="list-style-type: none"> Undergraduate in Human Resources Management or other related disciplines Proficient in MS Office Good team player with strong communication and interpersonal skills Proactive and self-motivated Good command in both 	1-Apr-24	Online application on AA website

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Airport Authority Hong Kong www.hongkongairport.com	2	research/ analysis on HR topic(s) <ul style="list-style-type: none"> • Support the annual training needs analysis exercise, including evaluation on learner behavior in online learning • Conduct research and recommend online learning course providers e.g. LinkedIn Learning, Coursera etc. • Conduct research and recommend topics and trainers for the upcoming Lunch & Learn and Wellness Talk Series • Propose and prepare monthly reading recommendation email blast • Assist in content design for eOrientation and New Employee Orientation • Recommend and design a social media platform e.g. Instagram to promote Management Trainee Programme • Assist in other ad hoc initiatives e.g. design the 2024 Wellness Week programme 	17 Jun 2024 - 9 Aug 2024	tbc	written and spoken English & Chinese <ul style="list-style-type: none"> • Undergraduate in any disciplines, preferably in Psychology and Human Resources related subject • Proficient in MS Office and multimedia editing and communication (including video shooting and editing) • Knowledge in Power BI/ Excel Macros or VBA is a plus • Good analytical skills and creative mindset • Good command in both written and spoken English & Chinese 	1-Apr-24	Online application on AA website
Airport Authority Hong Kong www.hongkongairport.com	1	<ul style="list-style-type: none"> • Assist in analyzing business requirements and recommend proposed dashboard functionalities and layout • Extract relevant data from the required source using automation tool (e.g. User Interface Path Robotic process automation (UiPath RPA)) • Transform data into scalable schema to support dashboard requirements (e.g. Structured 	17 Jun 2024 - 9 Aug 2024	tbc	<ul style="list-style-type: none"> • Undergraduate in Statistics/ Business Analytics/ Data Science or other related disciplines • Proficient in MS Office • Proficient in Tableau and experience in using SQL, Python, UiPath would be an advantage 	1-Apr-24	Online application on AA website

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		Query Language (SQL), Python, UiPath RPA) <ul style="list-style-type: none"> Build the dashboard according to the requirement using Tableau 					
Airport Authority Hong Kong www.hongkongairport.com	2	<ul style="list-style-type: none"> Assist in Terminal 2 Concourse (T2C) and Apron Works Handle and review consultants' / contractors' submissions and works programme Attend meetings with stakeholders, consultants and contractors Attend inspection and testing activities for Electrical & Mechanical installations 	17 Jun 2024 - 9 Aug 2024	tbc	<ul style="list-style-type: none"> Undergraduate in Electrical/ Mechanical/ Building Services Good command of spoken and written English and Chinese 	1-Apr-24	Online application on AA website
Airport Authority Hong Kong www.hongkongairport.com	2	<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 & Mechanical installations 	17 Jun 2024 - 9 Aug 2024	tbc	<ul style="list-style-type: none"> Undergraduate in Electrical/ Mechanical/ Building Services Good command of spoken and written English and Chinese 	1-Apr-24	Online application on AA website
Airport Authority Hong Kong www.hongkongairport.com	2	<ul style="list-style-type: none"> Assist in the preparation and implementation of stakeholder engagement activities Assist in the implementation of extensive sustainability commitments and mitigations related to the Three-Runway System (3RS) Project Assist in environmental data compilation and review Participate in sustainability 	17 Jun 2024 - 9 Aug 2024	tbc	<ul style="list-style-type: none"> Undergraduate in any disciplines Interest or specialism in one or more environmental and sustainability aspects (e.g. Air Quality / Noise / Marine Ecology / Water Quality / Climate Change / Carbon Management / 	1-Apr-24	Online application on AA website

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		related research and benchmark study			Sustainability Reporting etc.) <ul style="list-style-type: none"> Keen in the environmental challenges posed by large-scale engineering / development projects Good command of spoken and written English and Chinese 		
Airport Authority Hong Kong www.hongkongairport.com	1	<ul style="list-style-type: none"> Assist the project team in managing construction coordination Assist in performing engineering review to selective contractors' submissions Assist in maintaining qualified field records for future statutory process 	17 Jun 2024 - 9 Aug 2024	tbc	<ul style="list-style-type: none"> Undergraduate in Civil/ Structural Engineering or related disciplines Proficient in MS Office Knowledge in AutoCAD and Building Information Modeling (BIM) is an advantage Good command of spoken and written English and Chinese 	1-Apr-24	Online application on AA website
Airport Authority Hong Kong www.hongkongairport.com	1	<ul style="list-style-type: none"> Assist in reviewing material submission Assist in reviewing contractors' submission Assist in progress management Assist in routine site inspection 	17 Jun 2024 - 9 Aug 2024	tbc	<ul style="list-style-type: none"> Undergraduate in Civil Engineering or related disciplines Good command of spoken and written English and Chinese 	1-Apr-24	Online application on AA website
Airport Authority Hong Kong www.hongkongairport.com	2	<ul style="list-style-type: none"> Assist in implementing safety management system in the mega-sized infrastructure development Conduct site visits/ inspections to various key projects under the Three Runways System (3RS) Project, such as Terminal 2, Terminal 2 Concourse, Automated People Mover & Baggage Handling System 	17 Jun 2024 - 9 Aug 2024	tbc	<ul style="list-style-type: none"> Undergraduate in Occupational Safety and Health related disciplines Good command of spoken and written English and Chinese 	1-Apr-24	Online application on AA website

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		tunnels construction and installation <ul style="list-style-type: none"> • Visit heavy plant suppliers external visit/ workshop and arrange work-on-training • Conduct individual project with respect to safety management assigned by supervisors 					
Airport Authority Hong Kong www.hongkongairport.com	2	<ul style="list-style-type: none"> • Assist in project architects and engineers in preconstruction • Assist in the design and project management activities 	17 Jun 2024 - 9 Aug 2024	tbc	<ul style="list-style-type: none"> • Undergraduate in Architectural/ Construction management or related disciplines • Good command of spoken and written English and Chinese 	1-Apr-24	Online application on AA website
Airport Authority Hong Kong www.hongkongairport.com	1	<ul style="list-style-type: none"> • Contribute to Terminal 2 Concourse Building Works • Assist engineers in controlling and reviewing technical/ administrative document submissions from the design consultants and contractors 	17 Jun 2024 - 9 Aug 2024	tbc	<ul style="list-style-type: none"> • Undergraduate in Civil/ Structural Engineering or related disciplines • Knowledge of AutoCAD and good computer skills are preferred • Good command of spoken and written English and Chinese 	1-Apr-24	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 and off site assembly yards in Mainland China • Participate in the design coordination meetings and workshops in developing practical engineering solutions • Assist in Building Information Modeling (BIM) review to facilitate interdisciplinary coordination 	17 Jun 2024 - 9 Aug 2024	tbc	<ul style="list-style-type: none"> • Undergraduate in Architectural/ Structural/ Civil Engineering or related disciplines • Keen in major infrastructure projects in particular to facade and/or steelwork • Good command of spoken and written English and Chinese 	1-Apr-24	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 time motion study and data entry at Baggage Reclaim Hall, Baggage Hall and Baggage Handling Area of Apron Assist to collect performance data of Autonomous Electric Tractor (AET) for extending coverage of out of gate delivery and empty container towing Assist to facilitate routine airlines' request of RFID tag and ad hoc usage of RFID label for contingency 	8 Jul 2024 -23 Aug 2024	tbc	<ul style="list-style-type: none"> Good analytical skills Good communication and interpersonal skills Good computer applications skills in MsOffice 	14-Mar-24	Online application on AA website
Airport Authority Hong Kong www.hongkongairport.com	1	<ul style="list-style-type: none"> Assist in "CCTV surveillance enhancement in T1 L5 Baggage Reclaim Hall" project Observe the allocations of Baggage carousel Assist in data input and analyzing the usage Prepare statistics and charts for presentations 	8 Jul 2024 -23 Aug 2024	tbc	<ul style="list-style-type: none"> Able to collect and analyze data Good communication skills Good computer applications skills in MsOffice 	14-Mar-24	Online application on AA website
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 assigned by supervisor 	8 Jul 2024 -23 Aug 2024	tbc	<ul style="list-style-type: none"> Good communication skills Good computer applications skills in MsOffice 	14-Mar-24	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 terminal accommodation survey and status update Support marketing survey for contract renewal Conduct audit and inspections to upkeep wellbeing of terminal facilities Monitor the compliance of the contractual requirements and submissions Support the implementation of Municipal Solid Waste Charging Scheme 	8 Jul 2024 -23 Aug 2024	tbc	<ul style="list-style-type: none"> Detail-orientated Good problem solving skills and analytical skills Good communication and interpersonal skills Good computer applications skills in MsOffice 	14-Mar-24	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 Terminal & Landside Procedure Menu (TLPM), LD duty training materials including the development of operations work instructions, exercise book, e-Quick ref guide, etc. Assist and support in the development of safety promotion material for business partners and contractors 	8 Jul 2024 -23 Aug 2024	tbc	<ul style="list-style-type: none"> Detail-orientated Good analytical skills and problem solving skills Good language skills and interpersonal skills Good computer applications skills in MsOffice 	14-Mar-24	Online application on AA website
Airport Authority Hong Kong www.hongkongairport.com	1	<ul style="list-style-type: none"> Assist and support in the preparation of Procedure Manuals and briefing materials for the commencement of the Automated Car Parks Assist and support in the cross-checking and filing of contractors' operation and contingency / emergency manuals of the Automated Car Parks 	8 Jul 2024 -23 Aug 2024	tbc	<ul style="list-style-type: none"> Detail-orientated & good interpersonal skills Proactive and self-motivated Good language skills Good computer applications skills in MsOffice 	14-Mar-24	Online application on AA website

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Airport Authority Hong Kong www.hongkongairport.com	1	<ul style="list-style-type: none"> Review and update the road sign data base according to the latest requirement Perform data collection and data analysis from CCTV footage Conduct road junction performance analysis Support project coordination Assist to prepare presentation materials Assist project team members with various support tasks 	8 Jul 2024 -23 Aug 2024	tbc	<ul style="list-style-type: none"> Strong analytical and problem solving skills Self-motivated and proactive Knowledge in other computer software skills for data analysis is an advantage Good communication skills in English, Cantonese and Mandarin Good computer applications skills in MsOffice 	14-Mar-24	Online application on AA website
Airport Authority Hong Kong www.hongkongairport.com	1	<ul style="list-style-type: none"> Prepare Prohibited & Restricted (P&R) Permits applications review and processing Assist in Traffic Accident reports and claims follow up Perform daily contract administration, budget control and works order administration work 	8 Jul 2024 -23 Aug 2024	tbc	<ul style="list-style-type: none"> Strong self motivation and proactive Good communication skills Good computer applications skills in MsOffice 	14-Mar-24	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 / Bonded Bus daily operation (vehicle registration for Cross Boundary Limousines and Coaches, Site Inspection on licensee's performance and facility condition, Demerit Points and Daily Statistics, License renewal administrative works) Conduct intermodal market research and analysis, marketing activities 	8 Jul 2024 -23 Aug 2024	tbc	<ul style="list-style-type: none"> Good team player Proactive, good interpersonal and communication skill Good analytical skills, preferably in engineering, transport, computer, logistics major Good communication skills Good computer applications skills in MsOffice 	14-Mar-24	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. 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)
Airport Authority Hong Kong www.hongkongairport.com	2	<ul style="list-style-type: none"> Support the initial phase of new Airport Operations Community (AOC) operation in Airfield office Assist to perform the planning phase of reconfiguration of center runway Assist in the adaptation of post interim 2RS operation and pave the way for the 3RS Operations 	8 Jul 2024 -23 Aug 2024	tbc	<ul style="list-style-type: none"> Good command in English, Cantonese and Mandarin Good computer applications skills in MsOffice 	14-Mar-24	Online application on AA website
Airport Authority Hong Kong www.hongkongairport.com	2	<ul style="list-style-type: none"> Assist in the preparation of Aircraft Crash & Rescue Exercise 2024 Assist in processing of Airside Vehicle License application Support daily operations at Airside Vehicle License Office Support the processing of operator's certification for Import Labor 	8 Jul 2024 -23 Aug 2024	tbc	<ul style="list-style-type: none"> Good interpersonal skills Proactive and self-motivated Good command in verbal and written English, Cantonese and Mandarin Good computer applications skills in MsOffice 	14-Mar-24	Online application on AA website
Airport Authority Hong Kong www.hongkongairport.com	1	<ul style="list-style-type: none"> Assist in daily administration works and support to passenger survey team Conduct passenger survey on specific topics and design the survey questionnaire Interview with passenger in the terminal with staff guidance Analyze the survey data and prepare the report 	8 Jul 2024 -23 Aug 2024	tbc	<ul style="list-style-type: none"> Proactive, self-motivated and keen to learn Detail-orientated Strong communication and analytical skills Good computer applications skills in MsOffice 	14-Mar-24	Online application on AA website
Airport Authority Hong Kong www.hongkongairport.com	1	<ul style="list-style-type: none"> Perform daily patrol and performance audit on service contractors and licensees to ensure contract compliance Assist in daily administration, works coordination, contract management services 	8 Jul 2024 -23 Aug 2024	tbc	<ul style="list-style-type: none"> Strong communication, presentation and analytical skills Proactive and self-motivated Good command in verbal and written 	14-Mar-24	Online application on AA website

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		<ul style="list-style-type: none"> Assist in system testing and drill and provide suggestions for enhancement Conduct market research and analyze trial results with recommendations 			<ul style="list-style-type: none"> English & Cantonese Good computer applications skills in MsOffice 		
Airport Authority Hong Kong www.hongkongairport.com	1	<ul style="list-style-type: none"> Update Terminal & Landside Procedure Manuals and Training Materials Provide daily administration support to duty teams Assist in facilitating events and project works in terminals (e.g. Celebrities movement, Departure Immigration Hall (DIH) Enhancement Works) Assist in procurement exercises for operational equipment and logistic arrangements for storeroom housekeeping Perform data entry of training records 	8 Jul 2024 -23 Aug 2024	tbc	<ul style="list-style-type: none"> Good communication and presentation skills Personality with an upbeat and positive attitude Keen to learn Good command in English, Cantonese and Mandarin Good computer applications skills in MsOffice 	14-Mar-24	Online application on AA website
Airport Authority Hong Kong www.hongkongairport.com	1	<ul style="list-style-type: none"> Perform facilities management duties, including scheduling of routine maintenance, regular health checks, operational readiness, etc. Assist in facilities rejuvenations and terminal enhancement projects Assist to ensure service standards and report defects of passenger amenities 	8 Jul 2024 -23 Aug 2024	tbc	<ul style="list-style-type: none"> Good communication & presentation skills, be articulate and keen to learn Pleasant personality with an upbeat and positive attitude Good command in English. Cantonese and Mandarin Good computer applications skills in MsOffice 	14-Mar-24	Online application on AA website

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Airport Authority Hong Kong www.hongkongairport.com	1	<ul style="list-style-type: none"> • Provide daily administration works • Conduct daily patrol and health check on terminal facilities and update the inventory list • Perform audit inspections on service contractors and licensees to ensure contract compliance • Assist in conducting market research and analyze result with recommendations • Assist in monitoring the on-site event performances 	8 Jul 2024 -23 Aug 2024	tbc	<ul style="list-style-type: none"> • Good communication & presentation skills, be articulate and keen to learn. • Personality with an upbeat and positive attitude • Good command in English. Cantonese and Mandarin • Good computer applications skills in MsOffice 	14-Mar-24	Online application on AA website
Airport Authority Hong Kong www.hongkongairport.com	1	<ul style="list-style-type: none"> • Assist to perform the housekeeping and general administration for imported labor scheme application • Support the recruitment status update • Assist to ensure service standards & schedule of staff shuttle services for imported workers • Conduct market research/ analysis and marketing activities 	8 Jul 2024 -23 Aug 2024	tbc	<ul style="list-style-type: none"> • Team player • Good analytical skills and interpersonal skills • Good command in English. Cantonese and Mandarin • Good computer applications skills in MsOffice 	14-Mar-24	Online application on AA website
Airport Authority Hong Kong www.hongkongairport.com	1	<ul style="list-style-type: none"> • Assist in preparation of safety videos and safety data dashboard • Assist in organizing safety trainings, safety promotion campaigns and fire drills • Perform ad-hoc tasks assigned by supervisor 	8 Jul 2024 -23 Aug 2024	tbc	<ul style="list-style-type: none"> • Proactive, self-motivated and detail-orientated • Good communication and analytical skill • Good computer applications skills in MsOffice including PowerBI 	14-Mar-24	Online application on AA website
Airport Authority Hong Kong www.hongkongairport.com	1	<ul style="list-style-type: none"> • Perform administration support on manuals update • Organize gazette plan records & handle plan drawing details with technical teams • Support the new security 	8 Jul 2024 -23 Aug 2024	tbc	<ul style="list-style-type: none"> • Proactive, self-motivated and detail-orientated • Good communication and analytical skill • Good command in verbal and written 	14-Mar-24	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. 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)
		technological projects including coordination among AA parties, AVSECO & vendors			English, Cantonese and Mandarin • Good computer applications skills in MsOffice		
All Nippon Airways Co., LTD www.ana.co.jp/en/hk/	1	<ul style="list-style-type: none"> • Experience with flight operations, including pre-flight preparations and logistics coordination • Passenger assistance at counter and lobby • Administrative work • Contribute to customer service initiatives, ensuring passengers have a great experience • Participate Customer Satisfaction Activities e.g. Tanabata event at airport 	Jul 2024 to Aug 2024	\$8,000	<ul style="list-style-type: none"> • Currently enrolled from an aviation program • Proficiency in written and spoken English & Chinese (Cantonese and Putonghua) • Proficiency in computer software (MS Office applications) • Good communication and Interpersonal skills • Strong sense of responsibility • Endeavour to take on challenge • Able to work well in a team • Attention to detail and commitment to excellent service • Working at Passenger Terminal on shift duties (excluding public holidays) are required 	Open until filled (closed)	Send MATF application from by email to recruitmentkg@ana.co.jp
All Nippon Airways Co., LTD www.ana.co.jp/en/hk/	1	<ul style="list-style-type: none"> • Coordinating company activities to promote employee and customer satisfaction • Providing clerical support to administrative work • Assisting in the preparation of analysis reports 	Jul 2024 or Aug 2024	\$7,000	<ul style="list-style-type: none"> • Currently enrolled from an Aviation program or Japanese studies • Proficiency in written and spoken English & Chinese (Cantonese and Putonghua) & Japanese • Proficiency in computer software (MS Office 	Open until filled (closed)	Send MATF application from by email to recruitmentkg@ana.co.jp

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					applications) • Good communication and Interpersonal skills • Strong sense of responsibility • Endeavor to take on challenge • Able to work well in a team • Working at Tsim Sha Tsui City Office • 7 hours 25mins work per day (excludes lunch break)		
Asia Airfreight Terminal Company Limited www.aat.com.hk	1	Summer Intern (Finance) <ul style="list-style-type: none"> • Data input for A/R into the accounting system, including invoices, credit memos, receipts and journals for Accountant’s review • 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 	Open until filled	\$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 • Detail-minded 	Open until filled	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 (Customer Services & Administration) <ul style="list-style-type: none"> • Provide administrative support for the department's daily job tasks • Assist in preparation and co-ordination works for COSYS+ project • Assist and support Customer Service Supervisor to complete the routine assignment 	Open until filled	\$9,000	<ul style="list-style-type: none"> • Tertiary Education in Business Administration, Logistics Management, Industrial Engineering or related Disciplines • Proficiency in Microsoft Word, Excel, PowerPoint • Good command of written and spoken English and Chinese • Independent, responsive and willing to learn 	Open until filled	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	1	Summer Intern (Sustainability) <ul style="list-style-type: none"> • Assist in coordination & implementation of green projects and activities related to environmental and sustainability • Assist in collecting data for sustainability reporting • Assist in preparing on sustainability assessment • Assist in implementation of sustainability initiatives to achieve the company's sustainability goals 	Open until filled	\$9,000	<ul style="list-style-type: none"> • Higher Diploma, University students or recent graduate in Environmental Studies / Social Science, energy and environmental management or related discipline of sustainability. Experience in carbon audit and ISO 14001 will be advantage. • Proficiency in MS Office applications • Knowledge in carbon audit and sustainability Reporting will be advantage • Good team player, outgoing, willing to learn, mature and independent. Strong communication and writing skills 	Open until filled	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

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)
Asia Airfreight Terminal Company Limited www.aat.com.hk	1	Summer Intern (Marketing Department) <ul style="list-style-type: none"> Report to Marketing / Business Development Managers & support the Sales & Marketing division Support back-end administrative and clerical works / other related documents maintenance Support customer meetings / visits, cargo terminal tours, business conferences, meeting minutes, etc. Support to develop the sales / marketing communications collaterals (such as press release, newsletters, leaflets, etc.), promotional campaigns, customer events, souvenirs / festival gifts / e-cards, and industry award competitions, and related external customer notices, etc. Other job duties assigned 	Open until filled	\$9,000	<ul style="list-style-type: none"> Excellent written and spoken English and Chinese Fluent Mandarin is preferred Proficiency in MS (PowerPoint, Excel, Word), and Chinese word processing. Knowledge of Canva, Adobe and Design will be preferable Outgoing, self-motivated, positive Good interpersonal skill and team player Strong sense of ownership and commitment to task and time Good discipline and business ethics 	Open until filled	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) <ul style="list-style-type: none"> Prepare and coordinate new system development, related system change requirements by providing solution to and liaison with user department(s) Participate and manage projects involving process re-engineering, data analysis & regular reports for monitor operational performance continuous enhancement Develop process improvement procedures, prepare procedure manual write up 	Open until filled	\$9,000	<ul style="list-style-type: none"> Degree in Logistics, Industrial Engineering, Operations Management, Transportation Or other related disciplines Knowledge of Project Management / Process re-engineering Management in logistics field Proficiency in MS Office (PowerPoint, Excel, Access and Visio) Good command of both written and spoken English and Chinese 	Open until filled	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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					<ul style="list-style-type: none"> Highly self-motivated with superior analytical, interpersonal presentation and Communication skills; able to work. Independently & efficiently 		
Aviation Security Company Limited www.avseco.com.hk/en	10	Assist in divisional administrative and clerical work	Jul – 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
Cathay Pacific Airways Limited www.cathaypacific.com/cx/en_HK.html	20	The intern will be attached to one of our elite engineering teams and given a real-life engineering problem to own and solve	Summer batch : 02 Jul 2024 to 23 Aug 2024 Winter batch : 23 Dec 2024 to 31 Jan 2025	\$10,000	<ul style="list-style-type: none"> Strong analytical and problem-solving skills Passionate in aviation engineering industry Excellent written and spoken in English 	Summer batch : 31 Jan 2024 Winter batch : 30 Sep 2024	CX Career Website https://careers.cathaypacific.com/
Cathay Pacific Catering Services (H.K.) Limited www.cpcs.com.hk/	7	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 	01/06/2024 – 31/08/2024	\$11,000	<ul style="list-style-type: none"> Accounting or related disciplines Proficient with Excel 	31/05/2024	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/	5	Intern – Planning & Digital <ul style="list-style-type: none"> Assist in the development and implementation of office digitalization projects Utilize Microsoft office tools to create and optimize digital workflows 	01/06/2024 – 31/08/2024	\$11,000	<ul style="list-style-type: none"> Computer Science / Information Technology / Business Administration / Data Analytics Good skills in Microsoft Power Platform 	31/05/2024	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/	7	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 	01/06/2024 – 31/08/2024	\$11,000	<ul style="list-style-type: none"> Human Resources Management Hands-on PC knowledge in MS Word, Chinese Word Processing and Excel Good command of written / spoken English and Chinese 	31/05/2024	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/	7	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 	01/06/2024 – 31/08/2024	\$11,000	<ul style="list-style-type: none"> Supply Chain Management Hands-on PC knowledge in MS Word, Chinese Word Processing and Excel Good command of written / spoken English and Chinese 	31/05/2024	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/	5	Intern – Safety and Operational Risk <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 	01/06/2024 – 31/08/2024	\$11,000	<ul style="list-style-type: none"> Multi-media design / Graphic Design / Marketing or related disciplines Good command of written / spoken English and Chinese 	31/05/2024	Interested parties please send your resume and cover letter with your availabilities (including work day) to recruitment@cpcs.com.hk

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		<ul style="list-style-type: none"> Perform and support any Safety and Security projects, initiatives and ad hoc duties as assigned by the Management 					
Cathay Pacific Catering Services (H.K.) Limited www.cpcs.com.hk/	4	Intern – Customer & Commercial <ul style="list-style-type: none"> Support revamp project / equipment implementation / site study 	01/06/2024 – 31/08/2024	\$11,000	<ul style="list-style-type: none"> F&B background 	31/05/2024	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/	4	Intern – Operations <ul style="list-style-type: none"> Provide clerical support in daily administration and operations of Aviation Perform and support any operation projects, initiatives & ad hoc duties as assigned by the Management 	01/06/2024 – 31/08/2024	\$11,000	<ul style="list-style-type: none"> Logistic / Aviation or Food related disciplines 	31/05/2024	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 – Food Production <ul style="list-style-type: none"> Data collection for projects Perform and support any food production projects, initiatives & ad hoc duties as assigned by the Management 	01/06/2024 – 31/08/2024	\$11,000	<ul style="list-style-type: none"> Logistic or Food related disciplines 	31/05/2024	Interested parties please send your resume and cover letter with your availabilities (including work day) to recruitment@cpcs.com.hk
CN Logistics Limited www.cnlogistics.com.hk	5	<ul style="list-style-type: none"> To support routine duties in various departments related to air cargo Other ad hoc / projects duties as assigned 	01/06/2024 – 31/08/2024 (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 	30/06/2024	For interested parties, please apply with a cover letter, detailed resume and the MATF application form to career@cnlogistics.com.hk

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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 – Jun 2024 Or Jun – Aug 2024	\$8,000	<ul style="list-style-type: none"> Study 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 	03/06/2024 – 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
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. 	03/06/2024 – 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. 	03/06/2024 – 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

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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. 	03/06/2024 – 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
Federal Express (Hong Kong) Limited www.fedex.com	12	<ul style="list-style-type: none"> The Commercial Management Intern will focus on pricing design and execution for delivery services, analyzing flight capacity, Linehaul costs, and routing. The objective for the New Customer Account Intern is to generate ideas for increasing customer accounts through data analysis, campaign review, and sales training evaluation. The Marketing Intern will primarily work on data analytics and report preparation, collaborating with regional and global teams. The Field Information Technology Intern will develop and enhance a knowledge base and website on the Microsoft SharePoint Online platform. The APAC Forecasting Intern will support the team with daily work and participate in projects related to forecast process transformation and market impact analysis. The Operations Planning Intern will assist in gateway operations 	Jun – Aug 2024	\$8,850	<ul style="list-style-type: none"> Aviation, Marketing, Business Administration, Applied Mathematics, IT, Finance, etc. 	01/06/2024	https://fedex.wd1.myworkdayjobs.com/FXE_APAC_External/job/FXE_APACHKGHKHKGHQDistrict-Headquarter-Office/Internship-Professional-RC718733

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		<p>planning, including forecasting and flight network evaluation.</p> <ul style="list-style-type: none"> • The Asia Network Operations Control Center Intern will provide support for flight operations planning and implementation. • The Marketing Support Intern will analyze and interpret complex marketing information and assist with marketing projects. • The Customs Clearance Intern will work on a study and web applications for international shipping. • The Pricing Systems Intern will focus on launching new features and testing pricing applications. 					
Greater Bay Airlines Company Limited www.greaterbay-airlines.com	4	<ul style="list-style-type: none"> • Prepare online channels workflow manual • Assist in digital design, prepare e-card promotion for different festivals • Assist in system testing and operational workflow mork up 	Jun to Aug 2024	TBC	<ul style="list-style-type: none"> • Video design and editing 	Open until filled	https://greaterbay-airlines.com/hk/en/join-us/join-our-team.html
Greater Bay Airlines Company Limited www.greaterbay-airlines.com	2	<ul style="list-style-type: none"> • Conduct customer satisfaction survey in airport to enhance customer experience: • Review the check-in work flow for process improvement 	Jun to Aug 2024	TBC	<ul style="list-style-type: none"> • Shift duty, 9 hours between 07:00 – 00:00 • 	Open until filled	https://greaterbay-airlines.com/hk/en/join-us/join-our-team.html
Hong Kong Aircraft Engineering Company Limited (HAECO) www.haeco.com	10	To assist the departments in completing the assigned projects	Jun to Aug 2024 (59 days)	\$11,500	<ul style="list-style-type: none"> • A university degree majoring in Aerospace Engineering, Mechanical Engineering, Industrial Engineering, Data Science, Statistics, 	24/03/2024	HAECO website, JobsDB, JISIS

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					Business, Life Science, Social Science, Computer Science or other related disciplines with good academic results		
Hong Kong Airlines Limited www.hongkongairlines.com	54	<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 	Jun to Aug 2024	\$8,000	<ul style="list-style-type: none"> Proactive, willing to learn and passionate in aviation Must able to work from June 2024 Good command of spoken and written Cantonese, Mandarin and English 	22/05/2024	Visit our career website
Hong Kong Airport Services Limited www.has.com.hk/	10	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 & ad hoc duties as assigned by the Management 	01/06/2024 – 31/08/2024	\$11,000	<ul style="list-style-type: none"> Human Resources Management Hands-on PC knowledge in MS Word, Chinese Word Processing & Excel Good command of written / spoken English and Chinese 	31/05/2024	Interested parties please send your resume and cover letter with your availabilities (including work day) to recruitment@cpcs.com.hk
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 	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)

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					<ul style="list-style-type: none"> • Knowledge in MS Office skills • Dedicated to serve the industry 		
<p>Hong Kong Business Aviation Centre Limited</p> <p>www.hkbac.com</p>	4	<p>Customer Service Department</p> <ul style="list-style-type: none"> • Assist in meeting and greeting customers • Assist CS / GR team to handle telephone call at CS office & GR counter • Assist CS / GR team to prepare operation report and administration work and serve F&B at the executive lounge 	Min. 3 months in 2024	\$60 - \$80/hour	<ul style="list-style-type: none"> • Secondary six school leavers or above • Good interpersonal and communication skill • 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 • Willing to work on shift duty 	31/12/2024	<p>Please apply via company website:</p> <p>https://www.hkbac.com/career/#jobpost with CV uploaded</p>
<p>Hong Kong Business Aviation Centre Limited</p> <p>www.hkbac.com</p>	3	<p>We offer Intern positions in below departments depend on academic background :</p> <ul style="list-style-type: none"> • PR & Marketing or Human Resources or Administration Job Duties: • 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 	Min. 3 months in 2024	\$60 - \$80/hour	<ul style="list-style-type: none"> • Preferably a penultimate year university student in relevant field of study • Good interpersonal and communication skill • 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 	31/12/2024	<p>Please apply via company website:</p> <p>https://www.hkbac.com/career/#jobpost with CV uploaded</p>

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		<ul style="list-style-type: none"> Guided by experienced mentors for career advice and directions 					
Hong Kong Express Airways Limited www.hkexpress.com/en-hk/	28	Work-based learning to understand aviation industry	Jun – Aug 2024 (max. 3 months)	\$10,000	<ul style="list-style-type: none"> Full-time university students in the penultimate year in any disciplines 	Mar 2024	Via Company career page
Hong Kong Express Airways Limited www.hkexpress.com/en-hk/	8	Gain hands-on front-line experience in Maintenance and Engineering Department	Min. 3 months in Year 2024	\$500/day	<ul style="list-style-type: none"> Full-time university or non-tertiary students in engineering disciplines 	2024	Via Company career page
Hong Kong Express Airways Limited www.hkexpress.com/en-hk/	14	<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 Safety and Risk Management 	Min. 3 months in Year 2024	\$500/day	<ul style="list-style-type: none"> Full-time university or non-tertiary students in engineering disciplines 	2024	Via Company career page
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 <ul style="list-style-type: none"> 	02/07/2024 – 23/08/2024	\$10,000	<ul style="list-style-type: none"> Please visit our website for more details https://careers.swire.com/en/careers/swire-summer-internship-programme 	09/02/2024	Application via https://careers.swire.com/en/careers/swire-summer-internship-programme
Kintetsu World Express (HK) Limited www.kwe.com	4	<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 Airfreight supportive ad hoc duties as assigned 	Jun – Sep 2024 (any 2 months)	\$8,000 - \$10,000	<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 	15/07/2024	By email to kwehkg.recruit@kwe.com with a covering letter and resume

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					and communication skills <ul style="list-style-type: none"> • Good command of English and Chinese in both written and spoken forms • Proficient in office applications 		
Menzies CNAC Aviation Services Limited www.jasg.com	2	Working in Safety Team : <ul style="list-style-type: none"> • Assist with the development and implementation of safety programs and initiatives • Conduct safety inspections and audits • Investigate and document safety incidents and accidents • Create and edit safety - related photographs, videos, and posters for promotional purposes • Maintain safety records and databases • Assist with the development and delivery of safety training materials • Stay abreast of industry best practices and regulations related to aviation safety 	01/06/2024 – 31/08/2024	\$10,000	<ul style="list-style-type: none"> • Excellent communication and interpersonal skills • Strong organizational and time management skills • Proficiency in Microsoft Office Suite • Experience with photography editing software (e.g., Adobe Photoshop) • Experience with video editing software (e.g., Adobe Premiere Pro) • Passion for aviation safety • 5 Days work per week (Mon-Fri, 0900 – 1730) 	30/04/2024	Please submit CV to billy.lui@jasg.com and indicate the team you are applying
Menzies CNAC Aviation Services Limited www.jasg.com	1	Working in Finance Team : <ul style="list-style-type: none"> • Handle payment • Reconciliation of current accounts • Ad hoc duties assigned from Director/Managers 	01/06/2024 – 31/08/2024	\$10,000	<ul style="list-style-type: none"> • Major in Accounting and minimum completion of Year 2 • 5 Days work (Mon – Fri, 0900 – 1730) 	30/04/2024	Please submit CV to billy.lui@jasg.com and indicate the team you are applying
Menzies CNAC Aviation Services Limited www.jasg.com	1	Working in Business Development Team : <ul style="list-style-type: none"> • Handling inquires, admin duties • General support to the team 	01/06/2024 – 31/08/2024	\$10,000	<ul style="list-style-type: none"> • Knowledge in MS (Office) • 5 Days work (Mon – Fri, 0900 – 1730) 	30/04/2024	Please submit CV to billy.lui@jasg.com and indicate the team you are applying

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Menzies CNAC Aviation Services Limited www.jasg.com	1	Working in Academy Team : <ul style="list-style-type: none"> Administration duties on day to day Academy courses inquiry Assist invoice issuance, booking and payment Assist Academy courses promotion Liaise with local institution on course preparation Communicate with both Internal and External 	01/06/2024 – 31/08/2024	\$10,000	<ul style="list-style-type: none"> Knowledge in MS Office) 5 Days work (Mon – Fri, 0900 – 1730) 	30/04/2024	Please submit CV to billy.lui@jasg.com and indicate the team you are applying
Menzies CNAC Aviation Services Limited www.jasg.com	1	Working in Commercial Team : <ul style="list-style-type: none"> Support Corporate Communication tasks including signage, corporate identity, drafting corporate materials, etc. Support Commercial team in data input and analysis, market research, etc. 	01/06/2024 – 31/08/2024	\$10,000	<ul style="list-style-type: none"> Strong Excel skills preferred, good written English and Chinese 5 Days work (Mon – Fri, 0900 – 1730) 	30/04/2024	Please submit CV to billy.lui@jasg.com and indicate the team you are applying
Menzies CNAC Aviation Services Limited www.jasg.com	1	Working in Manpower Efficiency Team : <ul style="list-style-type: none"> Record all Daily and Weekly Actual roster in Polaris. Analyze Overtime spending. Analyze sickness versus planned roster. Monitor outsource and import labour performance. 	01/06/2024 – 31/08/2024	\$10,000	<ul style="list-style-type: none"> Knowledge in MS Office (Excel, Word, PowerPoint, PowerBI) 5 Days work (Mon – Fri, 0900 – 1730) 	30/04/2024	Please submit CV to billy.lui@jasg.com and indicate the team you are applying
Menzies CNAC Aviation Services Limited www.jasg.com	1	Working in Human Resources Team : <ul style="list-style-type: none"> Recruitment Support (include but not limited to phone- interview, interview scheduling, logistic support, etc) Admin duties 	01/06/2024 – 31/08/2024	\$10,000	<ul style="list-style-type: none"> Knowledge in MS Office Proactive and able to work independently 5 Days work (Mon – Fri, 0900 – 1730) 	30/04/2024	Please submit CV to billy.lui@jasg.com and indicate the team you are applying

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Menzies CNAC Aviation Services Limited www.jasg.com	1	Working in Learning and Development Team : <ul style="list-style-type: none"> Update training record / training statistics Set up classroom (move partition) Handle incoming calls Prepare training materials (make photocopy) Prepare welcome message (TV) Assist for test / resit in classroom 	01/06/2024 – 31/08/2024	\$10,000	<ul style="list-style-type: none"> Knowledge in MS Office 5 Days work (Mon – Fri, 0900 – 1730) 	30/04/2024	Please submit CV to billy.lui@jasg.com and indicate the team you are applying
Menzies CNAC Aviation Services Limited www.jasg.com	1	Working in Quality Assurance Team : <ul style="list-style-type: none"> Data entry and data sorting Survey Manual updates Audit preparation 	01/06/2024 – 31/08/2024	\$10,000	<ul style="list-style-type: none"> Knowledge in MS Office 5 Days work (Mon – Fri, 0900 – 1730) 	30/04/2024	Please submit CV to billy.lui@jasg.com and indicate the team you are applying
Menzies CNAC Aviation Services Limited www.jasg.com	40	Working in Passenger Services Team : Students will support general passenger handling services in either:- LANDSIDE <ul style="list-style-type: none"> Queue management Assist in baggage tagging when necessary -OR- AIRSIDE <ul style="list-style-type: none"> Meet and greet passengers for arrival flights Assist in passenger services in departure gate 	01/06/2024 – 31/08/2024	\$10,000	<ul style="list-style-type: none"> Good command in English, Mandarin and Cantonese Enjoy meeting people and new challenges Willing to work on shift in Airport Any 4 Days work in a week, 10 hours per day (Earliest shift start at 0530 and latest shift end at 2300)) 	30/04/2024	Please submit CV to billy.lui@jasg.com and indicate the team you are applying
Menzies CNAC Aviation Services Limited www.jasg.com	2	Working in Cargo Services Team : <ul style="list-style-type: none"> Handle Air Cargo admin duties Support Air Cargo Team 	01/06/2024 – 31/08/2024	\$10,000	<ul style="list-style-type: none"> Proficient in MS Office (Excel, Word, Powerpoint). Willing to work on shift in Airport any 5 days work in a 	30/04/2024	Please submit CV to billy.lui@jasg.com and indicate the team you are applying

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					week, 8 hours per day. Shift range between 0900 & 1800		
Menzies CNAC Aviation Services Limited www.jasg.com	2	Working in Process Excellence Team : <ul style="list-style-type: none"> • Prepare training materials to train Generative AI models • Work with the end users of the Generative AI applications to improve the application accuracy and design • Any ad-hoc tasks related to Digital Development 	01/06/2024 – 31/08/2024	\$10,000	<ul style="list-style-type: none"> • Good Analytical Skills and Logical Thinking • Proficient in Reading and Writing English Materials • Good communication skills and willing to work with different people • Basic knowledge on MS Excel and MS Word • 5 Days work (Mon – Fri, 0900 – 1730) 	30/04/2024	Please submit CV to billy.lui@jasg.com and indicate the team you are applying
Metrojet Limited www.metrojet.com/	1	Intern, Sales Job Purpose: Provide commercial, contracts and business development support across all Metrojet business functions. Key Accountabilities: <ul style="list-style-type: none"> • Support Commercial Team in drafting and reviewing contracts (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 (a) Update contract management 	JUN to AUG 2024	\$12,000	<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 	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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		<p>system for efficient management of Metrojet's contractual obligations and risks.</p> <p>(b) Monitor contract status and ensure they are negotiated, reviewed and renewed in a timely manner.</p> <ul style="list-style-type: none"> • Sales Support <p>(a) Manage and adopt support tools for new business regarding sales pipeline lead-creation and pricing models.</p> <p>(b) Review current business aircraft management sales presentations, proposals and customer reports, and recommend improvements.</p> <p>(c) Support sales activities as need arises.</p> <ul style="list-style-type: none"> • Participate in business projects and development <p>(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.</p> <p>(b) Assist in designing and preparing day-to-day proposals, brochures and presentations.</p> <p>(c) Support process improvement to increase corporate efficiency and achieve cost savings.</p>			<p>confident character</p> <ul style="list-style-type: none"> • Knowledge of CRM system is an advantage • Advanced computer literacy, especially MS Word, Excel, and PowerPoint 		

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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.
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 	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 	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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		<p>helpdesk support.</p> <ul style="list-style-type: none"> • 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 			<p>Cantonese and English, Putonghua</p> <ul style="list-style-type: none"> • Willing to learn, self-initiative and work independent • Good interpersonal skill, telephone manner and service attitude 		
<p>Metrojet Limited</p> <p>www.metrojet.com/</p>	<p>2</p>	<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>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 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 	<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>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 					
<p>Metrojet Limited</p> <p>www.metrojet.com/</p>	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 	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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		<ul style="list-style-type: none"> 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 					
Plus One Global Consulting Limited plus-one.com.hk	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 	01/06/2024 – 31/08/2024	\$10,000	Year 1, Year 2, or Year 3 University Students <ul style="list-style-type: none"> • Study in Business Administration / Marketing / Operation Management or Supply Chain / Logistics concentration relevant discipline • Proactive, cheerful and Good inter-personal communication skills • Eager to learn and meet professional in the industry • Be proficient in Microsoft Word, Excel, PowerPoint and Chinese Typing • Has strong IT knowledge will be an advantage 	30/06/2023	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. 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)
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
SATS HK Limited www.satshk.com/index.php/en/	32	Customer Services Officer (Intern) / Part-Time Customer Services Officer <ul style="list-style-type: none"> Perform ground handling services, including check-in, boarding gate, arrival, lost & found and ticketing services duties 	15/06/2024 – 14/09/2024	\$11,000 or above / \$70 Per Hour	<ul style="list-style-type: none"> Good command of spoken English, Cantonese and Mandarin 	14/06/2024	電郵履歷表 SATSHK_RECRUIT@satshk.com
SATS HK Limited www.satshk.com/index.php/en/	18	Part-Time Flight Operations Officer <ul style="list-style-type: none"> Perform overall supervision of flight turnaround activities 	15/06/2024 – 14/09/2024	\$11,000 or above / \$80 Per Hour for normal / \$100 Per Hour for night shift	<ul style="list-style-type: none"> Strong numerical ability; Good spoken & written English and Chinese 	14/06/2024	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. 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)
SATS HK Limited www.satshk.com/index.php/en/	10	Summer Intern <ul style="list-style-type: none"> Provide general administration support to assigned Departments Support any ad hoc projects as assigned by management 	15/06/2024 – 14/09/2024	\$13,000 or above	<ul style="list-style-type: none"> Independent, proactive, self-motivated, good team player with good communication skills and strong sense of responsibility 	14/06/2024	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 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
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
TAG Aviation Asia Limited www.tagaviation.com/en	8	In the internship program, while the Interns will stay in the designated line department for most of the time, Interns will also have the opportunity to gain hands-on experience in various departments within our organization through job rotation, departmental sharing and site visit, allowing our Interns to explore different areas of the business and develop a well-rounded skill set.	10/06/2024 – 31/08/2024	\$10,000	<ul style="list-style-type: none"> Local students in Aviation / Accounting / Engineering / Human Resources Management / Information Technology or related disciplines are preferred, but not a must Good command of written and spoken English and Chinese Proactive and eager to 	Open until filled	Interested parties please send your full CV and availability to job.ond9y@tagaviation3.recruitee.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. 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)
		<u>Job Duties:</u> <ul style="list-style-type: none"> • Participate in day-to-day operations of various departments, including Finance, IT, Operations, People & Administration and Engineering. • Assist with projects and tasks as assigned by department managers. • Collaborate with team members to support departmental goals and objectives. • Gain exposure to different job functions and learn from experienced professionals in the industry. 			learn <ul style="list-style-type: none"> • Knowledge of Microsoft Office • Right of abode in Hong Kong 		