



Appendix D

Sustainability Advisory Services – Summer Internship

RESPONSIBILITIES:

- Conduct sustainability or ESG reporting, including stakeholder engagement activities
- Develop sustainability and carbon management products which include corporate ESG reporting, sustainability and carbon assessments, verification and communication
- Lead and carry out building energy/ carbon audits and energy simulation
- Develop guidelines and procedures to enhance the building services system quality and meet the long term sustainability and energy reduction targets
- Undertake business development including business marketing, client networking and partnership building
- Develop client proposals, product brochures and deliver presentations to senior management
- Students will be staying at least 4 weeks up to 3 months (Mid-May 2023 up to August 2023)

REQUIREMENTS:

- A bachelor's degree in Environmental Studies (engineering, science or management), or other relevant disciplines
- Good command of English and Chinese, and fluency in Putonghua
- Excellent interpersonal skill and able to work under pressure
- A responsible person, enjoy multiple tasks and meeting deadlines
- *Personal data collected will be used for recruitment purpose only*