

Customs YES 暑期工作實習計劃
Customs YES Summer Internship Programme

(1)	公司/機構名稱 Name of Company/Organization	會計妹有限公司 AccGirl Limited
	實習職位名稱 Job Title	實習生 Intern
	職責 Job Duties	1. 協助客戶服務或行政部工作； 2. 項目/活動策劃。 1. To assist Customer Service or Administration Department; 2. To assist in project/event planning.
	實習日期 Internship Period	15/05/2023 – 31/08/2023
	工作時間 Working Hour	星期一至五上午9時至下午12時30分及下午1時30分至下午6時；星期六上午9時至下午1時 Monday to Friday 0900hr to 1230hr and 1330hr to 1800hr; Saturday 0900 to 1300hr
	薪酬 Remuneration	每小時港幣50元 HKD50 per hour
	入職條件 Entry Requirements	大專或以上學生 Tertiary students or above
	工作經驗 Work Experience	有相關實習經驗優先 Relevant intern experience is preferred
	地點 Location	北角、上環或旺角 North Point, Sheung Wan or Mongkok

Customs YES 暑期工作實習計劃
Customs YES Summer Internship Programme

(2)	公司/機構名稱 Name of Company/Organization	會計妹有限公司 AccGirl Limited
	實習職位名稱 Job Title	會計實習生 Account Intern
	職責 Job Duties	協助會計帳目處理 To assist bookkeeping
	實習日期 Internship Period	15/05/2023 – 31/08/2023
	工作時間 Working Hour	星期一至五上午9時至下午12時30分及下午1時30分至下午6時；星期六上午9時至下午1時 Monday to Friday 0900hr to 1230hr and 1330hr to 1800hr; Saturday 0900 to 1300hr
	薪酬 Remuneration	每小時港幣50元 HKD50 per hour
	入職條件 Entry Requirements	主修會計系 Major in Accounting
	工作經驗 Work Experience	有相關實習經驗優先 Relevant intern experience is preferred
	地點 Location	北角或上環 North Point or Sheung Wan

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(3)	公司/機構名稱 Name of Company/Organization	新美珠寶有限公司 Camex Jewellery Limited
	實習職位名稱 Job Title	銷售助理 Sales Assistant
	職責 Job Duties	<ol style="list-style-type: none"> 1. 基本的文書職責； 2. 協助銷售部門日常運作； 3. 協助銷售部； 4. 安排寄貨給客戶； 5. 為內部和外部各方提供良好的客戶服務； 6. 跟進訂單及與海外客戶溝通。 <ol style="list-style-type: none"> 1. To perform basic clerical duties following detailed instructions and procedures; 2. To generate sales reports and support sales department on assigned daily administrative duties; 3. To assist Sales Department; 4. To arrange shipment to the customer; 5. To provide good customer service with internal and external parties; 6. To follow up orders and deal with overseas customers.
	實習日期 Internship Period	08/2023
	工作時間 Working Hour	星期一至五上午9時至下午6時 Monday to Friday 0900hr to 1800hr
	薪酬 Remuneration	每月港幣12,000 – 15,000元 HKD12,000 – 15,000 per month
	入職條件 Entry Requirements	<ol style="list-style-type: none"> 1. 性格友善，積極主動，注重細節，樂於學習，有責任感； 2. PC 一般電腦知識（MS Word、Excel）； 3. 能以廣東話、普通話和英語溝通； 4. 好學，有耐心，能承受工作壓力。 <ol style="list-style-type: none"> 1. Friendly personality, proactive, detail minded, willing to learn and responsible; 2. Hands-on PC knowledge (MS Word, Excel); 3. Able to communicate in Cantonese, Mandarin and English; 4. Eager to learn, patient & able to work under pressure
	工作經驗 Work Experience	不需要 Not Required
	地點 Location	尖沙咀 Tsim Sha Tsui

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(4)	公司/機構名稱 Name of Company/Organization	雲通科技有限公司 Cloud Connect Technology Limited
	實習職位名稱 Job Title	橙新聞項目部 - 評論頻道編輯 Orange News - Comment Section Editor
	職責 Job Duties	<ol style="list-style-type: none"> 1. 協助組織評論文章； 2. 籌備及製作時事評論節目； 3. 負責維護評論頻道及社交平台； 4. 組織和維護專欄作者。 <ol style="list-style-type: none"> 1. To assist in organizing articles of Comment Section; 2. To prepare and produce news commentary programmes; 3. To manage Comment Section and the social media platform; 4. To organize and coordinate columnists.
	實習日期 Internship Period	六月下旬至八月 Late June to August
	工作時間 Working Hour	星期一至五上午9時至下午6時(下午12時30分至下午1時30分午休) Monday to Friday 0900hr to 1800hr (Lunch break 1230hr to 1330hr)
	薪酬 Remuneration	每月港幣11,000 – 13,000元 HKD11,000 to 13,000 per month
	入職條件 Entry Requirements	<ol style="list-style-type: none"> 1. 熟練的中文寫作能力； 2. 了解香港社會，對社會議題有濃厚興趣；及 3. 熟悉社交媒體及視頻製作。 <ol style="list-style-type: none"> 1. Proficient in Chinese writing; 2. Understand the Hong Kong Society and has a strong interest in social issues; and 3. Familiar with social media and video production.
	工作經驗 Work Experience	熟悉操作社媒，包括YouTube、Instagram、Facebook及視頻製作為優 Experience in managing social media (including YouTube, Instagram and Facebook) and video production is an advantage
	地點 Location	長沙灣 Cheung Sha Wan

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(5)	公司/機構名稱 Name of Company/Organization	雲通科技有限公司 CLOUD CONNECT TECHNOLOGY LIMITED
	實習職位名稱 Job Title	橙新聞項目部 - 文化頻道編輯 Orange News - Culture Section Editor
	職責 Job Duties	<ol style="list-style-type: none"> 1. 策劃與執行影片專題； 2. 聯絡不同機構與講者； 3. 協調節目錄影與製作流程； 4. 編輯影片與撰寫報道； 5. 撰寫社媒帖文。 <ol style="list-style-type: none"> 1. To plan and execute film projects; 2. To liaise with different organisations and speakers; 3. To coordinate programme filming and the production process; 4. To edit videos and write stories; 5. To write social media posts.
	實習日期 Internship Period	六月下旬至八月 Late June to August
	工作時間 Working Hour	星期一至五上午9時至下午6時 (下午12時30分至下午1時30分午休) Monday to Friday 0900hr to 1800hr (Lunch break 1230hr to 1330hr)
	薪酬 Remuneration	每月港幣11,000 – 13,000元 HKD11,000 to 13,000 per month
	入職條件 Entry Requirements	<ol style="list-style-type: none"> 1. 熟練的中文寫作能力； 2. 了解香港社會，對社會議題有濃厚興趣；及 3. 熟悉社交媒體及視頻製作。 <ol style="list-style-type: none"> 1. Proficient in Chinese writing; 2. Understand the Hong Kong Society and has a strong interest in social issues; and 3. Familiar with social media and video production.
	工作經驗 Work Experience	熟悉操作社媒，包括YouTube、Instagram、Facebook及視頻製作為優 Experience in managing social media (including YouTube, Instagram and Facebook) and video production is an advantage
	地點 Location	長沙灣 Cheung Sha Wan

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(6)	公司/機構名稱 Name of Company/Organization	愛普生香港有限公司 Epson Hong Kong Limited
	實習職位名稱 Job Title	產品推廣員 Product Promoter Officer
	職責 Job Duties	<ol style="list-style-type: none"> 1. 產品進出口、本地分銷運作安排； 2. 處理客戶訂單； 3. 推銷公司產品。 <ol style="list-style-type: none"> 1. To arrange product import/ export and local distribution; 2. To fulfill purchase order from customers; 3. To promote company products.
	實習日期 Internship Period	01/06/2023 – 31/07/2023
	工作時間 Working Hour	上午9時至下午6時 0900hr to 1800hr
	薪酬 Remuneration	每月港幣9,000 – 12,000元 HKD9,000 to 12,000 per month
	入職條件 Entry Requirements	<ol style="list-style-type: none"> 1. 持有文憑或以上學歷； 2. 良好英語粵語說話及寫作能力。 <ol style="list-style-type: none"> 1. Diploma holder or above; 2. Good command of written & spoken English and Cantonese.
	工作經驗 Work Experience	一般辦公室文職工作經驗 General clerical work experience
	地點 Location	公司或各大連鎖店 Office or physical stores

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(7)	公司/機構名稱 Name of Company/Organization	愛普生香港有限公司 Epson Hong Kong Limited
	實習職位名稱 Job Title	業務統籌員 Business Coordinator
	職責 Job Duties	<ol style="list-style-type: none"> 1. 產品進出口、本地分銷運作安排； 2. 處理客戶訂單； 3. 推銷公司產品。 <ol style="list-style-type: none"> 1. To arrange product import/ export and local distribution; 2. To fulfill purchase order from customers; 3. To promote company products.
	實習日期 Internship Period	01/06/2023 – 31/07/2023
	工作時間 Working Hour	上午9時至下午6時 0900hr to 1800hr
	薪酬 Remuneration	每月港幣9,000 – 12,000元 HKD9,000 to 12,000 per month
	入職條件 Entry Requirements	<ol style="list-style-type: none"> 3. 持有文憑或以上學歷； 4. 良好英語粵語說話及寫作能力。 <ol style="list-style-type: none"> 3. Diploma holder or above; 4. Good command of written & spoken English and Cantonese.
	工作經驗 Work Experience	一般辦公室文職工作經驗 General clerical work experience
地點 Location	公司或各大連鎖店 Office or physical stores	

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(8)	公司/機構名稱 Name of Company/Organization	四方精創資訊(香港)有限公司 Forms Syntron Information (HK) Limited
	實習職位名稱 Job Title	暑期實習生 Summer Intern
	職責 Job Duties	<ol style="list-style-type: none"> 1. 對金融科技進行基本研究並綜合數據； 2. 協助定義項目範圍和目標； 3. 創建和保存項目文檔。 <ol style="list-style-type: none"> 1. To conduct basic research and synthesize findings about FinTech related topics; 2. To assist in definition of project scope and objectives; 3. To create and maintain project documentation.
	實習日期 Internship Period	七月中至八月期間；為期約六星期 From mid-July to August for approximately six weeks
	工作時間 Working Hour	星期一至五上午9時至下午6時 Monday to Friday 0900hr to 1800hr
	薪酬 Remuneration	每月最多港幣8,800元 Up to \$8,800 per month
	入職條件 Entry Requirements	<ol style="list-style-type: none"> 1. 電腦科學或其他相關學科的大學學位本科生； 2. 願意學習創新科技； 3. 能獨立及自發地完成工作； 4. 出色的英文寫作及說話能力。 <ol style="list-style-type: none"> 1. University undergraduate in computer science or any other degree with relevant knowledge; 2. Strong willingness to learn new technologies ; 3. Able to work independently with little direct supervision and take initiative; 4. Excellent command of written and spoken English.
	工作經驗 Work Experience	不需要 Not Required
	地點 Location	觀塘 Kwun Tong

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(9)	公司/機構名稱 Name of Company/Organization	阪急阪神國際貨運(香港)有限公司 Hankyu Hanshin Express (HK) Ltd.
	實習職位名稱 Job Title	初級項目助理 Junior Project Assistant
	職責 Job Duties	<ol style="list-style-type: none"> 1. 撰寫詳細開發文件，當中包括功能規範； 2. 協助軟件開發人員準備相關文件和流程圖； 3. 研究新技術並提出建議改善產品及服務。 <ol style="list-style-type: none"> 1. To work on the details development document (DDD) with functional specification; 2. To work closely with software developer to compose the related documents and flow-charts; 3. To explore and recommend new technology to improve existing products and service.
	實習日期 Internship Period	15/05/2023 – 12/06/2023 或以後 (最遲開始日期為01/06/2023)
	工作時間 Working Hour	星期一至五上午9時至下午6時 Monday to Friday 0900hr to 1800hr
	薪酬 Remuneration	每月港幣10,000元 HKD10,000 per month
	入職條件 Entry Requirements	<ol style="list-style-type: none"> 1. 電腦科學或其他相關學科； 2. 物件導向設計及基本軟件及網絡知識； 3. 良好的英語水平。 <ol style="list-style-type: none"> 1. Computer Science or relevant field; 2. Object oriented design and basic knowledge of software and networking; 3. Good command of English.
	工作經驗 Work Experience	<ol style="list-style-type: none"> 1. 熟悉操作T-SQL及數據分析； 2. 有程序編碼(包括邏輯編程)經驗為優。 <ol style="list-style-type: none"> 1. Familiar with T-SQL and Data analysis; 2. Experience in program coding with system logic.
地點 Location	青衣 Tsing Yi	

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(10)	公司/機構名稱 Name of Company/Organization	香港房屋協會 Hong Kong Housing Society
	實習職位名稱 Job Title	暑期實習生 Summer Intern
	職責 Job Duties	<ol style="list-style-type: none"> 1. 參與迎新活動及參觀香港房屋協會工作地點以了解整體業務及政策； 2. 參與培訓課程以學習實用工作相關技巧； 3. 於其中重點業務範疇進行在職訓練以獲得親身實踐的經驗。 <ol style="list-style-type: none"> 1. To attend orientation and tour visits for good understanding of overall Housing Society businesses and policies; 2. To attend training workshops to gain practical job related skills; 3. To have on-the job training in one of our core business divisions to gain hands-on experience.
	實習日期 Internship Period	19/06/2023 – 11/08/2023
	工作時間 Working Hour	<p>星期一至五 上午8時30分至下午5時30分 (不包括用膳時間)</p> <p>Monday to Friday 0830hr to 1730hr (excluding lunch time)</p> <p>工作時間會根據工作性質而制定。根據業務需要，或須在正常工作時間以外工作或更改工作時間安排。</p> <p>The work hour arrangement is determined by the nature of your job. Subject to business need, you may be required to work outside normal work hours or change the pattern of your normal work hours.</p>
	薪酬 Remuneration	每月港幣10,000 – 10,500元 HKD10,000 to 10,500 per month
	入職條件 Entry Requirements	<p>在2023/2024學年仍在修讀大專院校的學生，具備良好態度、出色的溝通及人際技巧、善於交際、性格開朗及熟識 Microsoft Office 軟件，如Excel、Word、Powerpoint及中文輸入法。</p> <p>Students who will continue studying in the year of 2023/2024 are welcome for this internship programme. Tertiary undergraduates in any discipline, good manner, sociable & cheerful character with excellent communication & interpersonal skill. Proficiency in MS Windows application, including Excel, Word, PowerPoint & Chinese Word processing.</p>
	工作經驗 Work Experience	不需要 Not Required

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	地點 Location	各地區 Any District
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Customs YES 暑期工作實習計劃
Customs YES Summer Internship Programme

(11)	公司/機構名稱 Name of Company/Organization	國際版權保護協會(大中華區)有限公司 International Federation Against Copyright Theft (Greater China) Ltd.
	實習職位名稱 Job Title	行政助理 Administrative Assistant
	職責 Job Duties	文書和辦公室行政工作 Clerical and office administrative work
	實習日期 Internship Period	四個星期 4 weeks
	工作時間 Working Hour	星期一至星期五 上午9時30分至下午5時30分 Monday to Friday 0930hr to 1730hr
	薪酬 Remuneration	每月港幣8,000元 HKD8,000 per month
	入職條件 Entry Requirements	年滿18歲或以上；中六畢業或以上 Aged 18 or above; Secondary 6 or above
	工作經驗 Work Experience	不需要 Not Required
	地點 Location	新蒲崗 San Po Kong

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(12)	公司/機構名稱 Name of Company/Organization	Louis Vuitton Pacific Limited
	實習職位名稱 Job Title	實習生 (知識產權) Intellectual Property Intern
	職責 Job Duties	<ol style="list-style-type: none"> 1. 協助完成亞太地區知識產權部門日常工作； 2. 實習生或須在其他部門工作數天，包括人力資源、資訊系統及科技、供應鏈、門市等。 <ol style="list-style-type: none"> 1. To assist in the daily IP related activities of the Asia Pacific Intellectual Property team; 2. Interns may also be requested to spend a few days in other departments of the company (such as HR, IS&T, Supply Chain, Stores, etc).
	實習日期 Internship Period	15/05/2023 – 01/09/2023 (為期四至八星期)
	工作時間 Working Hour	正常工作時間 Standard working hours
	薪酬 Remuneration	最多每月港幣15,000元 Up to HKD15,000 per month
	入職條件 Entry Requirements	<ol style="list-style-type: none"> 1. 仍在修讀大學的學生或大學畢業生； 2. 精通中英文； 3. 精通電腦。 <ol style="list-style-type: none"> 1. Undergoing University education or University graduate; 2. Proficiency in Chinese and English languages; 3. Computer proficient.
	工作經驗 Work Experience	不需要 Not Required
	地點 Location	鰂魚涌 Quarry Bay

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(13)	公司/機構名稱 Name of Company/Organization	路邦科技有限公司 Roborn Technology Limited
	實習職位名稱 Job Title	實習生 (控制工程) Control Engineer Intern
	職責 Job Duties	<ol style="list-style-type: none"> 1. 為公司項目及研發部門，協助研發機械人/自動化系統 (引擎、感測器、電子、軟件、機械人手臂、自動導向車及其他設備)； 2. 為試驗性設置及實地試驗，協助設計系統、微調及提供技術支援； 3. 排除各機械系統的錯誤及修復系統； 4. 協助系統開發員或人工智能開發員整合機械系統； 5. 準備系統相關文件，包括：示意圖、方塊圖、程式編寫、評估報告、運作及維修手冊等。 <ol style="list-style-type: none"> 1. To assist in the development of robots/automation system for projects and R&D (Motors, Sensors, Electronics, Software, Robot Arm, AGV, and other devices); 2. To assist in system design, fine-tuning and technical support for experimental set-ups and field trials; 3. To debug and solve problems on different robotic systems; 4. To cooperate with system developer or AI developer to integrate the robotic systems; 5. To prepare documents related to the system such as schematics, block diagram, programming, evaluation report, O&M manual, etc.
	實習日期 Internship Period	15/05/2023 – 31/08/2023 (其中八星期)
	工作時間 Working Hour	星期一至五早上9時至下午6時 Monday to Friday: 0900hr to 1800hr
	薪酬 Remuneration	每月港幣8,000至10,000元 HKD8,000 to HKD10,000 per month
	入職條件 Entry Requirements	<ol style="list-style-type: none"> 1. 主修機械工程、電子工程、計算機工程、機械電子工程、計算機科學、資訊科技或相關學科，持高等學位為優； 2. 能學習其他程式設計語言。精通C/C++或熟習其他程式設計語言(Python/C#)為優； 3. 良好英文、廣東話及普通話書寫能力及溝通能力。

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		<ol style="list-style-type: none"> 1. Bachelor's degree in mechanical, Electronic, Computer, Mechatronics Engineering, Computer Science, Information Technology or related disciplines, a higher degree is a plus; 2. Capable in learning other robot programming languages. Proficient in C/C++ programming language or familiar with other programming languages (Python/C#) is a plus; 3. Fluent in written & spoken English, Cantonese and Mandarin.
	工作經驗 Work Experience	不需要 Not Required
	地點 Location	數碼港 / 科學園 Cyberport / Science Park

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(14)	公司/機構名稱 Name of Company/Organization	羅思國際(海外)有限公司 Rouse & Co. International (Overseas) Limited
	實習職位名稱 Job Title	暑期實習生 Summer Intern
	職責 Job Duties	<ol style="list-style-type: none"> 1. 審閱、核實文件、協議書、證書並上載到數據庫； 2. 審閱個案狀況並在數據庫上記錄最新狀況；及 3. 準備個案進展狀況報告。 <ol style="list-style-type: none"> 1. To review, verify and upload documents, agreements, certificate on database; 2. To review cases and update status on database; and 3. To prepare status reports.
	實習日期 Internship Period	03/07/2023 - 31/08/2023
	工作時間 Working Hour	星期一至五上午9時至下午6時 Monday to Friday 0900hr to 1800hr
	薪酬 Remuneration	每月港幣8,000元 HKD8,000 per month
	入職條件 Entry Requirements	主修會計或經濟或英語的大學生 University student with Accounting/Economics/English as major
	工作經驗 Work Experience	不需要 Not Required
	地點 Location	灣仔 Wanchai

Customs YES 暑期工作實習計劃
Customs YES Summer Internship Programme

(15)	公司/機構名稱 Name of Company/Organization	科暉有限公司 Tecture Limited
	實習職位名稱 Job Title	項目助理 Project Executive
	職責 Job Duties	<ol style="list-style-type: none"> 1. 社交媒體管理、製作、創建和編輯不同社交媒體平台的內容； 2. 與客戶保持聯絡溝通，了解客戶要求，再與同事溝通及跟進工作； 3. 協助主管跟進及統籌活動。 <ol style="list-style-type: none"> 1. Social media management, producing, creating and editing the content of different social media platform; 2. To keep in touch with customers, understand customer requirements, communicate with colleagues and follow up project duties; 3. To assist the supervisor to follow up and coordinate events.
	實習日期 Internship Period	七月至八月期間 From July to August
	工作時間 Working Hour	星期一至五 上午9時至下午6時 Monday to Friday 0900hr to 1800hr 如平日晚上、周末或公眾假期有活動舉行，有可能需要上班 Employees might work on weeknights, at weekends or on public holidays subject to company events.
	薪酬 Remuneration	每月約港幣7,040元 (時薪港幣40元) Around HKD7,040 per month (HKD40 per hour)
	入職條件 Entry Requirements	<ol style="list-style-type: none"> 1. 就讀新聞學、文學/傳媒學、市場營銷、多媒體、創意媒體或相關學科的專上教育學歷； 2. 思想創新、性格主動和獨立； 3. 良好的中英文書寫能力、溝通能力，對社交媒體內容創作和品牌推廣感興趣。 <ol style="list-style-type: none"> 1. Post-secondary education in Journalism, Arts / Communications, Marketing, Multi-media, Creative Media, or related discipline; 2. Innovative, proactive and independent; 3. Good Chinese and English writing skill, communication skill, interested in social media content creation and brand promotion.

Customs YES 暑期工作實習計劃
Customs YES Summer Internship Programme

	工作經驗 Work Experience	具有社交媒體或數碼營銷的工作經驗，或懂Photoshop、AI或影片製作方面的知識優先。 Experience in Social Media or Digital Marketing role; Knowledge in Photoshop, AI, and / or video editing is strongly preferred.
	地點 Location	荃灣 Tsuen Wan

Customs YES 暑期工作實習計劃
Customs YES Summer Internship Programme

(16)	公司/機構名稱 Name of Company/Organization	迅達科技貿易(亞洲)有限公司 TTM Technologies Trading (Asia) Company Limited
	實習職位名稱 Job Title	供應鏈管理助理(兼職) Assistant, Supply Chain Management (Part-time)
	職責 Job Duties	<ol style="list-style-type: none"> 1. 參與不同供應鏈管理項目、更新及記錄項目進度； 2. 與供應商保持溝通及提供培訓，根據用戶手冊使用特定的資訊科技系統或工具； 3. 協助舉行審查會議及整合供應鏈管理及其他部門的意見； 4. 收集及整合相關採購及合約資料； 5. 整合供應商售價、商業條款等； 6. 就臨時安排的工作，與供應商溝通。 <ol style="list-style-type: none"> 1. To participate in various SCM projects, update & document project track sheet as required; 2. To communicate and train suppliers to use required IT system/tools according to user guideline; 3. To initiate and facilitate review meeting and consolidate input/comments with SCM and cross site/functional team; 4. To collect and consolidate relevant purchasing and agreement information; 5. To benchmark the different suppliers' price/commercial term etc; 6. To communicate with suppliers for ad hoc task.
	實習日期 Internship Period	五月至九月期間 From May to September
	工作時間 Working Hour	星期一至五 上午8時30分至下午5時30分 Monday to Friday 0830hr to 1730hr
	薪酬 Remuneration	時薪港幣56元 HKD56 per hour
	入職條件 Entry Requirements	<ol style="list-style-type: none"> 1. 大專或大學程度； 2. 流利中英文溝通能力、良好英文書寫能力、會說普通話更好。 <ol style="list-style-type: none"> 1. Tertiary education; 2. Fluent in English and Cantonese, good English writing and Mandarin is a plus.

Customs YES 暑期工作實習計劃
Customs YES Summer Internship Programme

工作經驗 Work Experience	<ol style="list-style-type: none">1. 有管理項目經驗；2. 能與不同地區或國家的人溝通；3. 良好溝通及人際技巧；4. 良好邏輯思考能力；5. 能於多元化及多變的環境工作。 <ol style="list-style-type: none">1. Experience in project or program management;2. Able to communicate with people from multi-regions/countries;3. Good communication and interpersonal skills;4. Good logical thinking;5. Ability to work in a diverse and dynamic environment.
地點 Location	沙田 Shatin

Customs YES 暑期工作實習計劃
Customs YES Summer Internship Programme

(17)	公司/機構名稱 Name of Company/Organization	高露雲律師行 Wilkinson & Grist
	實習職位名稱 Job Title	暑期實習生 Summer Intern
	職責 Job Duties	不同法律領域的工作（視乎獲安排的業務工作） Legal work in different areas of law (depending on practice group posting)
	實習日期 Internship Period	六月至八月期間；為期四星期 From June to August for four weeks
	工作時間 Working Hour	星期一至五 上午9時至下午5時30分 Monday to Friday 0900hr to 1730 hr
	薪酬 Remuneration	每月港幣5,000元（《最低工資條例》下的特殊豁免） HKD5,000 per month (special exemption from the “Minimum Pay Ordinance”)
	入職條件 Entry Requirements	至少完成法學學士第一年課程 Completed at least first year of LLB
	工作經驗 Work Experience	不需要 Not Required
	地點 Location	中環 Central

Customs YES 暑期工作實習計劃
Customs YES Summer Internship Programme

(18)	公司/機構名稱 Name of Company/Organization	僑豐行有限公司 Kiu Fung Hong Limited
	實習職位名稱 Job Title	店務員 Shop assistance
	職責 Job Duties	1. 推銷產品； 2. 處理店內工作。 1. To promote products; 2. To handle shop-related matters.
	實習日期 Internship Period	五月至八月 From May to August
	工作時間 Working Hour	每天工作8小時 (不包括用膳時間) 8 hours per day (meal break excluded) 需要輪班工作 Shift work is required 需要在週末或公眾假期工作 Work at weekends or on public holidays is required.
	薪酬 Remuneration	每月港幣12,000元 (另有佣金) HKD12,000 per month (plus commission)
	入職條件 Entry Requirements	18歲或以上 Aged 18 or above
	工作經驗 Work Experience	不需要 Not Required
地點 Location	香港/ 九龍/ 新界 Hong Kong Island/ Kowloon/ New Territories	

Customs YES 暑期工作實習計劃
Customs YES Summer Internship Programme

(19)	公司/機構名稱 Name of Company/Organization	周大福教育集團有限公司 CTF Education Group Limited
	實習職位名稱 Job Title	數碼營銷實習生 Digital Marketing Intern
	職責 Job Duties	<ol style="list-style-type: none"> 1. 與內部團隊協作並滿足隊友的需求； 2. 加強數位知識及培訓。 <ol style="list-style-type: none"> 1. To collaborate with internal team and address teammates' needs; 2. To learn digital literacy.
	實習日期 Internship Period	15/05/2023 - 31/08/2023
	工作時間 Working Hour	星期一至五上午9時至下午6時 Monday to Friday 0900hr to 1800hr
	薪酬 Remuneration	每月港幣11,000元 HKD11,000 per month
	入職條件 Entry Requirements	文憑 大專 大學程度 DSC/ Associate/ University degree holder
	工作經驗 Work Experience	Microsoft 365 應用程式如：簡報、文書處理、試算表 Microsoft 365 applications (i.e. PowerPoint, Word, Excel).
地點 Location	灣仔 Wanchai	

Customs YES 暑期工作實習計劃
Customs YES Summer Internship Programme

(20)	公司/機構名稱 Name of Company/Organization	周大福教育集團有限公司 CTF Education Group Limited
	實習職位名稱 Job Title	實習生 (鄭余雅穎培菁女性創效基金) JYC Girls Impacts Foundation Intern
	職責 Job Duties	<ol style="list-style-type: none"> 1. 與內部團隊協作並滿足隊友的需求； 2. 起草雙語新聞稿和社交媒體帖子。 <ol style="list-style-type: none"> 1. To collaborate with internal team and address teammates' needs; 2. To draft bilingual press release and social media posts.
	實習日期 Internship Period	15/05/2023 - 31/08/2023
	工作時間 Working Hour	星期一至五上午9時至下午6時 Monday to Friday 0900hr to 1800hr
	薪酬 Remuneration	每月港幣11,000元 HKD11,000 per month
	入職條件 Entry Requirements	文憑 大專 大學程度 DSC/ Associate/ U niversity degree holder
	工作經驗 Work Experience	Microsoft 365 應用程式如：簡報、文書處理、試算表 Microsoft 365 applications (i.e. PowerPoint, Word, Excel).
地點 Location	灣仔 Wanchai	

Customs YES 暑期工作實習計劃
Customs YES Summer Internship Programme

(21)	公司/機構名稱 Name of Company/Organization	新創建集團有限公司 NWS Holdings Limited
	實習職位名稱 Job Title	實習生 Intern
	職責 Job Duties	1. 項目策劃； 2. 行政支援。 1. To plan projects; 2. To provide administrative support.
	實習日期 Internship Period	六月至八月期間 From June to August
	工作時間 Working Hour	星期一至五上午9時至下午6時 Monday to Friday 0900hr to 1800hr
	薪酬 Remuneration	每月港幣8,000元 HKD8,000 per month
	入職條件 Entry Requirements	1. 大學一年級； 2. 香港中學文憑中國語文及英國語文及格； 3. 基本Excel, Word, PowerPoint使用。 1. 1st year undergraduate; 2. Pass in both Chinese Language and English Language for HKDSE; 3. Basic applications of Excel, Word and PowerPoint.
	工作經驗 Work Experience	不需要 Not Required
地點 Location	長沙灣 Cheung Sha Wan	

Customs YES 暑期工作實習計劃
Customs YES Summer Internship Programme

(22)	公司/機構名稱 Name of Company/Organization	維多利亞教育機構 Victoria Educational Organisation
	實習職位名稱 Job Title	實習生 (市場營銷部門) Marketing Intern
	職責 Job Duties	<ol style="list-style-type: none"> 1. 與內部團隊協作並滿足隊友的需求； 2. 學習教育相關及協助市場相關分析。 <ol style="list-style-type: none"> 1. To collaborate with internal team and address teammates' needs; 2. To learn education field and assist market analysis.
	實習日期 Internship Period	15/05/2023 - 31/08/2023
	工作時間 Working Hour	星期一至五上午9時至下午6時 Monday to Friday 0900hr to 1800hr
	薪酬 Remuneration	每月港幣11,000元 HKD11,000 per month
	入職條件 Entry Requirements	文憑 大專 大學程度 DSC/ Associate/ U niversity degree holder
	工作經驗 Work Experience	Microsoft 365 應用程式如：簡報、文書處理、試算表 Microsoft 365 applications (i.e. PowerPoint, Word, Excel)
地點 Location	灣仔 Wanchai	

Customs YES 暑期工作實習計劃
Customs YES Summer Internship Programme

(23)	公司/機構名稱 Name of Company/Organization	維多利亞教育機構 Victoria Educational Organisation
	實習職位名稱 Job Title	實習生 (營運部門) Operations Intern
	職責 Job Duties	<ol style="list-style-type: none"> 1. 與內部團隊協作並滿足隊友的需求； 2. 協助日常運營及採購工作。 <ol style="list-style-type: none"> 1. To collaborate with internal team and address teammates' needs; 2. To assist in daily operations and procurement.
	實習日期 Internship Period	15/05/2023 - 31/08/2023
	工作時間 Working Hour	星期一至五上午9時至下午6時 (不包括用膳時間) Monday to Friday 0900hr to 1800hr (meal break excluded)
	薪酬 Remuneration	每月港幣11,000元 HKD11,000 per month
	入職條件 Entry Requirements	文憑 大專 大學程度 DSC/ Associate/ University degree holder
	工作經驗 Work Experience	Microsoft 365 應用程式如：簡報、文書處理、試算表 Microsoft 365 applications (i.e. PowerPoint, Word, Excel)
地點 Location	灣仔 Wanchai	

Customs YES 暑期工作實習計劃
Customs YES Summer Internship Programme

(24)	公司/機構名稱 Name of Company/Organization	摩米士科技(香港)有限公司 Momax Technology (Hong Kong) Limited
	實習職位名稱 Job Title	實習生 (市場營銷) Marketing Intern
	職責 Job Duties	<ol style="list-style-type: none"> 1. 為市場營銷部門及營銷活動，支援市場營銷及與設計部門合作； 2. 於社交媒體平台進行宣傳工作； 3. 為運送產品及紀念品提供行政支援。 <ol style="list-style-type: none"> 1. To support marketing and work closely with design department for marketing department and marketing events/ campaigns; 2. To support social media channels for promotion; 3. To provide administrative support on logistics for products and souvenirs.
	實習日期 Internship Period	六月至八月
	工作時間 Working Hour	星期一至五上午9時至下午6時 (不包括用膳時間) Monday to Friday 0900hr to 1800hr (meal break excluded)
	薪酬 Remuneration	每月港幣6,400至7,000元 HKD6,400 to HKD7,000 per month
	入職條件 Entry Requirements	<ol style="list-style-type: none"> 1. 良好中英文寫作及溝通技巧； 2. 良好溝通及人際技巧； 3. 上進心強、態度積極、勤奮。 <ol style="list-style-type: none"> 1. Good command of both spoken and written English and Chinese; 2. Good communication and interpersonal skills; 3. Self-motivated with positive attitude and diligent.
	工作經驗 Work Experience	相關學科或經驗 Relevant disciplines/ experience
地點 Location	荔枝角 Lai Chi Kok	

Customs YES 暑期工作實習計劃
Customs YES Summer Internship Programme

(25)	公司/機構名稱 Name of Company/Organization	摩米士科技(香港)有限公司 Momax Technology (Hong Kong) Limited
	實習職位名稱 Job Title	實習生 (平面設計) Graphic design Intern
	職責 Job Duties	<ol style="list-style-type: none"> 1. 平面及包裝設計作宣傳之用； 2. 參與創作流程 (由作品調整修定至最後修正) ； 3. 懂剪輯影片及修輯相片為優。 <ol style="list-style-type: none"> 1. Graphic & packaging design for advertising; 2. To manage creative production (from adaptation to final revision of artworks); 3. Video & Photo editing and re-touching is a plus.
	實習日期 Internship Period	六月至八月
	工作時間 Working Hour	星期一至五上午9時至下午6時 (不包括用膳時間) Monday to Friday 0900hr to 1800hr (meal break excluded)
	薪酬 Remuneration	每月港幣6,400至7,000元 HKD6,400 to HKD7,000 per month
	入職條件 Entry Requirements	<ol style="list-style-type: none"> 1. 良好中英文寫作及溝通技巧； 2. 良好溝通及人際技巧； 3. 上進心強、態度積極、勤奮。 <ol style="list-style-type: none"> 1. Good command of both spoken and written English and Chinese; 2. Good communication and interpersonal skills; 3. Self-motivated with positive attitude and diligent.
	工作經驗 Work Experience	相關學科或經驗 Relevant disciplines/ experience
地點 Location	荔枝角 Lai Chi Kok	

Customs YES 暑期工作實習計劃
Customs YES Summer Internship Programme

(26)	公司/機構名稱 Name of Company/Organization	香港賽馬會 The Hong Kong Jockey Club
	實習職位名稱 Job Title	暑期實習生/ 暑期助理 Summer Intern/ Summer Assistant
	職責 Job Duties	<p>About our Summer Internship Programme</p> <p>We seek to attract and engage university students with potential by offering a dynamic working environment, comprehensive learning and career exposure, and a chance to experience the Club's unique integrated business model.</p> <p>In this 8-week Summer Internship Programme, you will gain insight into the life at work of the Club, uplift your skills and knowledge, experience practical development from on-the-job assignments and meaningful projects that matters.</p> <p>Depending on your background, and subject to the requirements of each of our departments, you will be assigned to work in a specific department that are most relevant to you.</p> <p>You will be given exposure to take on practical projects and tasks, and be expected to contribute to the team while learning actively throughout the internship.</p> <p>By end of the Summer Internship Programme, Interns who demonstrate outstanding performance will have the opportunity to continue working at the Club on a Part-time/Full-time/Temporary basis.</p> <p>High potential Interns will be reviewed and considered a fast-track opportunity in joining the Club's Management Trainee or other entry positions upon graduation.</p>
	實習日期 Internship Period	由03/07/2023開始
	工作時間 Working Hour	星期一至五上午8時30分至下午6時18分 Monday to Friday 0830hr to 1818hr
薪酬 Remuneration	每月港幣8,000 – 11,500元 HKD8,000 to 11,500 per month	

Customs YES 暑期工作實習計劃
Customs YES Summer Internship Programme

<p>入職條件 Entry Requirements</p>	<p>https://corporate.hkjc.com/corporate/english/how-we-work/summerintern.aspx</p> <p>About You</p> <ul style="list-style-type: none"> • Available to work for full-time during the internship period (i.e. July – August 2023). • University student in any disciplines. Penultimate year students will be preferred. (Junior or less experienced candidates may be considered as Summer Assistants.) • A valid permit to work in Hong Kong SAR. • Satisfactory academic background and achievements. • Highly motivated self-starter who demonstrates a strong 'can-do' spirit. • High learning agility with an open mindset. • Excellent interpersonal and communication skills. • Strong business acumen, with solid project planning and execution experience.
<p>工作經驗 Work Experience</p>	<p>不需要 Not required</p>
<p>地點 Location</p>	<p>跑馬地/ 沙田 Happy Valley / Shatin</p>

Customs YES 暑期工作實習計劃
Customs YES Summer Internship Programme

(27)	公司/機構名稱 Name of Company/Organization	香港話劇有限公司 Hong Kong Repertory Theatre Limited
	實習職位名稱 Job Title	暑期實習生 (戲劇文學部) Summer Intern (Theatre and Literature Department)
	職責 Job Duties	<ol style="list-style-type: none"> 1. 支援公司戲劇文學部的行政工作； 2. 協助整理及保存劇團文獻檔案； 3. 協助修復及數碼化劇團庫存照片。 <ol style="list-style-type: none"> 1. To provide administrative support for the Theatre and Literature Department of the Company; 2. To assist in cataloguing and organizing HKREP archival materials; 3. To assist in conserving and digitizing the photos of HKREP.
	實習日期 Internship Period	四至八星期(由六月初至八月尾)
	工作時間 Working Hour	星期一至五上午九時半至下午六時十五分 Monday to Friday 0930hr to 1815hr
	薪酬 Remuneration	每月港幣9,000元 HKD9,000per month
	入職條件 Entry Requirements	<ol style="list-style-type: none"> 1. 懂Microsoft Office 操作及中文輸入法； 2. 備校對技巧及注重細節； 3. 懂圖像設計及使用圖像設計軟件者較佳； 4. 對劇場製作有基本認識及興趣者可獲優先考慮。 <ol style="list-style-type: none"> 1. Proficiency in Micosoft office applications and Chinese word processing; 2. Sound proofreading skills and detil-oriented approach; 3. Knowledge of graphic design preferred; 4. Knowledge of and passion for the theatre production will be an asset.
	地點 Location	上環 Sheung Wan

Customs YES 暑期工作實習計劃
Customs YES Summer Internship Programme

(28)	公司/機構名稱 Name of Company/Organization	香港話劇有限公司 Hong Kong Repertory Theatre Limited
	實習職位名稱 Job Title	暑期實習生 (財務及行政部) Summer Intern (Finance and Administration)
	職責 Job Duties	協助處理一般辦公室行政工作及支援公司財務及行政部的文書工作。 To assist in the office administrative work and to provide clerical support to the Finance and Administration Department of the Company.
	實習日期 Internship Period	四至八星期(由六月初至八月尾)
	工作時間 Working Hour	星期一至五上午九時半至下午六時十五分 Monday to Friday 0930hr to 1815hr
	薪酬 Remuneration	每月港幣9,000元 HKD9,000per month
	入職條件 Entry Requirements	懂Microsoft Office 操作及中文輸入法 Proficiency in Micosoft office applications and Chinese word processing
	地點 Location	上環 Sheung Wan

Customs YES 暑期工作實習計劃
Customs YES Summer Internship Programme

(29)	公司/機構名稱 Name of Company/Organization	香港話劇有限公司 Hong Kong Repertory Theatre Limited
	實習職位名稱 Job Title	暑期實習生 (節目部) Summer Intern (Programme)
	職責 Job Duties	支援公司節目部的文書工作。 To provide administrative support for the Programme Department.
	實習日期 Internship Period	四至八星期(由六月初至八月尾)
	工作時間 Working Hour	星期一至五上午九時半至下午六時十五分 Monday to Friday 0930hr to 1815hr 須不定時工作，或須在星期六、日及／或公眾假期當值。 Working irregular hours or at weekends or on public holidays is required.
	薪酬 Remuneration	每月港幣9,000元 HKD9,000per month
	入職條件 Entry Requirements	懂Microsoft Office 操作及中文輸入法。 Proficiency in Micosoft office applications and Chinese word processing.
	地點 Location	上環 Sheung Wan

Customs YES 暑期工作實習計劃
Customs YES Summer Internship Programme

(30)	公司/機構名稱 Name of Company/Organization	香港話劇有限公司 Hong Kong Repertory Theatre Limited
	實習職位名稱 Job Title	暑期實習生(市務部) Summer Intern (Marketing & Development)
	職責 Job Duties	<ol style="list-style-type: none"> 1. 支援公司市務部的行政工作； 2. 協助整理數碼檔案系統。 <ol style="list-style-type: none"> 1. To provide administrative support for the Marketing and Development Department of the Company; 2. To assist in the digital archive system.
	實習日期 Internship Period	四至八星期(由六月初至八月尾)
	工作時間 Working Hour	星期一至五上午九時半至下午六時十五分 Monday to Friday 0930hr to 1815hr 須輪班及不定時工作，或須在星期六、日及／或公眾假期當值。 Working on shift and irregular hours or at weekends or on public holidays is required.
	薪酬 Remuneration	每月港幣9,000元 HKD9,000per month
	入職條件 Entry Requirements	<ol style="list-style-type: none"> 1. 懂Microsoft Office 操作及中文輸入法； 2. 熟悉設計軟件者(Photoshop 及 Adobe Illustrator) 可獲優先考慮。 <ol style="list-style-type: none"> 1. Proficiency in Micosoft office applications and Chinese word processing; 2. Knowledge in Photoshop and Adobe Illustrator will be an asset.
	地點 Location	上環 Sheung Wan

Customs YES 暑期工作實習計劃
Customs YES Summer Internship Programme

(31)	公司/機構名稱 Name of Company/Organization	香港話劇有限公司 Hong Kong Repertory Theatre Limited
	實習職位名稱 Job Title	暑期實習生 (外展及教育部) Summer Intern (Outreach & Education)
	職責 Job Duties	<ol style="list-style-type: none"> 1. 協助課程或活動接待工作、回答課程或活動查詢； 2. 協助推行相關戲劇教育課程活動。 <ol style="list-style-type: none"> 1. To assist in the coordination, preparation and execution of outreach and educational programmes; 2. To handle correspondences, maintain files, answer programme enquires and perform liaison work with students and parents of the drama courses and activities.
	實習日期 Internship Period	四至八星期(由六月初至八月尾)
	工作時間 Working Hour	星期一至五上午九時半至下午六時十五分 Monday to Friday 0930hr to 1815hr 須不定時工作，或須在星期六、日及／或公眾假期當值。 Working irregular hours or at weekends or on public holidays is required.
	薪酬 Remuneration	每月港幣9,000元 HKD9,000per month
	入職條件 Entry Requirements	<ol style="list-style-type: none"> 1. 喜歡與兒童接觸或有相關工作經驗優先考慮； 2. 對表演藝術有興趣； 3. 有禮貌、做事主動、細心及有責任感； 4. 需不定時工作(包括周末、周日及公眾假期)； 5. 良好電腦知識和操作技巧，諳熟中文輸入法； 6. 有兒童教育經驗者優先考慮。 <ol style="list-style-type: none"> 1. Experience of childhood education is preferred; 2. Caring, patient, responsible and initiative; 3. Good interpersonal skills; 4. Required to work irregular hours; 5. Required to work on Saturdays and Sundays; 6. Proficiency in MS office applications and Chinese word processing; 7. Experience of childhood education is preferred.
地點 Location	上環 Sheung Wan	

Customs YES 暑期工作實習計劃
Customs YES Summer Internship Programme

(32)	公司/機構名稱 Name of Company/Organization	騰訊公司 Tencent
	實習職位名稱 Job Title	公共事務實習生 Intern (Public affairs)
	職責 Job Duties	<ol style="list-style-type: none"> 1. 協助團隊聯絡和對接公共機構，圍繞集團總體戰略，發揮價值傳遞作用； 2. 基於公司戰略方向，協助團隊規劃公共事務相關工作，確保長期運營項目及重點工作取得實效； 3. 發揮橋樑和紐帶作用，聚焦科技向善價值觀和理念，做好內外部溝通，助力各方共同發展。 <ol style="list-style-type: none"> 1. To assist the team in liaising with public bodies to provide values transmission for the overall company strategy; 2. Based on the company strategy, assist the team in planning tasks related to public affairs to ensure effectiveness of the long-term projects and major tasks; 3. Based on the values and concepts of good science and technology, maintain good communication with internal and external parties to assist all parties in developing together.
	實習日期 Internship Period	2023年5月15日至9月1日
	工作時間 Working Hour	星期一至五上午九時至下午六時 Monday to Friday 0900hr to 1800hr
	薪酬 Remuneration	面試時商討 To be discussed in the interview
	入職條件 Entry Requirements	<ol style="list-style-type: none"> 1. 全日制本科及以上學歷，有公共機構、大型企業實習經驗者優先； 2. 具備優秀的文字撰寫與分析能力、邏輯分析能力、項目策劃和管理能力； 3. 具備優秀學習能力，能協助協調內外部解決問題； 4. 正直樂觀，性格穩重，抗壓能力好，親和力強。 <ol style="list-style-type: none"> 1. Full-time undergraduate or above; work experience of public bodies or large corporations is preferred; 2. Excellent writing, analysis, logical thinking, project planning and management skills; 3. Excellent learning capability to assist in coordinating with internal and external parties to solve problems; 4. Positive, calm and steady, highly stress resistant and approachable.

Customs YES 暑期工作實習計劃
Customs YES Summer Internship Programme

	地點 Location	香港 / 深圳 Hong Kong / Shenzhen
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Customs YES 暑期工作實習計劃
Customs YES Summer Internship Programme

(33)	公司/機構名稱 Name of Company/Organization	嘉盈珠寶有限公司 Charming Jewellery Limited
	實習職位名稱 Job Title	會計助理 Accounting Assistant
	職責 Job Duties	<ol style="list-style-type: none"> 1. 協助預備公司日常賬目：包括管理賬目、賬目表和對賬； 2. 協助處理月度和年度財務分析、資金流轉預測和預算； 3. 預備管理層所需的報告。 <ol style="list-style-type: none"> 1. To assist in preparing daily accounts for companies including management accounts, accounts scheduled and reconciliations; 2. To assist in handling monthly and yearly financial analysis, cash flow forecasting and budget; 3. To prepare ad-hoc management report.
	實習日期 Internship Period	26/06/2023 – 25/08/2023
	工作時間 Working Hour	星期一至五 上午9時00分至下午6時30分 Monday to Friday 0900hr to 1830hr
	薪酬 Remuneration	每月港幣8,000元 HKD8,000 per month
	入職條件 Entry Requirements	<ol style="list-style-type: none"> 1. 懂MS Office 操作及中文輸入法； 2. 主動、獨立、良好溝通技巧及有責任心。 <ol style="list-style-type: none"> 1. Proficient in MS office and Chinese word processing; 2. Self-motivated, independent, interpersonal skills and strong sense of responsibility.
	工作經驗 Work Experience	擁有會計系統FlexAccount的經驗優先 Experience in FlexAccount is preferred
地點 Location	紅磡 Hung Hom	

Customs YES 暑期工作實習計劃
Customs YES Summer Internship Programme

(34)	公司/機構名稱 Name of Company/Organization	嘉盈珠寶有限公司 Charming Jewellery Limited
	實習職位名稱 Job Title	銷售及市場助理 Sale and Marketing Assistant
	職責 Job Duties	<ol style="list-style-type: none"> 1. 協助策劃和執行營銷計劃，包括公司電子商務業務的策略、預算和目標； 2. 協助提高品牌知名度並推動社交媒體平台流量和招攬更多客戶； 3. 協助制定和管理執行全方位的營銷和促銷活動，涵蓋線上和線下促銷、例如營銷、社交媒體活及與第三方聯營促銷。 <ol style="list-style-type: none"> 1. To assist in planning and exeuting marking palns including strategy, budget and goals of the companyh's e-commerce business; 2. To assist in enhancing brand awareness within the digital space as well as driving social media platforms traffic and acquiring customers; 3. To assis in developing and managing execution all-round marketing and promotions, eg. Marketing, social media campaign and joint promotions with third parties).
	實習日期 Internship Period	26/06/2023 – 25/08/2023
	工作時間 Working Hour	星期一至五 上午9時00分至下午6時30分 Monday to Friday 0900hr to1830hr
	薪酬 Remuneration	每月港幣8,000元 HKD8,000 per month
	入職條件 Entry Requirements	<ol style="list-style-type: none"> 1. 良好溝通技巧及中英文能力； 2. 有創意、積極主動及獨立。 <ol style="list-style-type: none"> 1. Excellent communication, good command written and spoken English and Chinese; 2. Creative, proactive, self-motivated and independent.
	工作經驗 Work Experience	擁有Google Analytics/GoogleAds/Facebook Ads Manager工具的經驗優先。 Experience in Google Analytics/GoogleAds/Facebook Ads Manager tools is preferred.
地點 Location	紅磡 Hung Hom	

Customs YES 暑期工作實習計劃
Customs YES Summer Internship Programme

(35)	公司/機構名稱 Name of Company/Organization	智銳物業有限公司 SAGE PROPERTIES LIMITED
	實習職位名稱 Job Title	暑期實習生 Summer Intern
	職責 Job Duties	1. 租務 2. 市場行銷 1. Leasing 2. Marketing
	實習日期 Internship Period	六月至九月期間 From June to September
	工作時間 Working Hour	上午9時00分至下午6時00分 0900hr to 1800hr
	薪酬 Remuneration	時薪港幣40元 HKD40 per hour
	入職條件 Entry Requirements	大專學生 (一至三年級程度) Teritary student (First to third year)
	地點 Location	屯門 Tuen Mun

Customs YES 暑期工作實習計劃
Customs YES Summer Internship Programme

(36)	公司/機構名稱 Name of Company/Organization	莊士機構國際有限公司 Chuang's Consortium International Limited
	實習職位名稱 Job Title	實習生 Intern
	職責 Job Duties	<ol style="list-style-type: none"> 1. 通過市場研究，協助資產買賣的市場營銷，進行資產審查和業務規劃； 2. 對房地產市場進行市場研究和分析行業趨勢，為團隊提供行政支援； 3. 處理採購商的查詢或要求，並按需要提供售後服務； 4. 支援基本銷售運作和銷售發布會的營銷活動。 <ol style="list-style-type: none"> 1. Assist in asset review and business planning on sales & marketing for asset disposal through conducting market research; 2. Conduct market research and analysis industry trends on property market and provide administrative support to the team; 3. Handle purchasers' enquiries or requests, and provide post-sales services as needed; 4. Support general sales operations and marketing activities for sales launch.
	實習日期 Internship Period	八星期(由五月至八月)
	工作時間 Working Hour	星期一至五上午9時至下午6時 Monday to Friday 0900hr to 1800hr
	薪酬 Remuneration	每月港幣6500-7000元 HKD6500-7000 per month
	入職條件 Entry Requirements	<ol style="list-style-type: none"> 1. 大學本科主修市場營銷、工商管理、項目管理或DSE畢業生修讀市場營銷或相關學科； 2. 具備基本的電腦軟件操作知識，如Words、Excel、PowerPoint等。 <ol style="list-style-type: none"> 1. University undergraduate with major in sales & marketing, business administration, project management or DSE graduate with study in marketing or related discipline; 2. Knowledge of basic computer software operation such as Words, Excel, PowerPoint & etc.
	工作經驗 Work Experience	<ol style="list-style-type: none"> 1. 一年以上房地產業務、物業管理或客戶服務行業工作經驗者優先； 2. 以客戶為先、耐心、良好分析能力及有志於房地產行業發展。

Customs YES 暑期工作實習計劃
Customs YES Summer Internship Programme

		<ol style="list-style-type: none">1. One year or above working experience in real estate business, property management, or customer service industry preferably;2. Customer oriented, patient & good analytical ability with interest to develop in real estate industry.
	地點 Location	中環 Central

Customs YES 暑期工作實習計劃
Customs YES Summer Internship Programme

(37)	公司/機構名稱 Name of Company/Organization	華商教育集團 Huashang Education Group
	實習職位名稱 Job Title	酒店前台實習生 Hotel Reception Trainee
	職責 Job Duties	<ol style="list-style-type: none"> 1. 受理電話、傳真、網絡等不同形式的諮詢服務； 2. 處理及整理客房預訂等相關資料，並協助賓客接待工作的落實； 3. 協助處理賓客入住、需求、投訴等相關手續； 4. 協助前台物資、設備的使用管理和保養工作，及各類資料的收集、存檔及管理工作； 5. 完成上級交代的其他工作安排。 <ol style="list-style-type: none"> 1. Receive enquiries by telephone, fax, internet and other forms of service. 2. Process and organize room reservations and other related information, and assist in the implementation of guest reception. 3. Assist in handling guests' check-in, demand and complaint procedures. 4. Assist in the management and maintenance of Reception's supplies and equipment, and the collection, filing and management of all kinds of information. 5. Complete other work arrangements as assigned by the supervisor.
	實習日期 Internship Period	05/2023 – 08/2023
	工作時間 Working Hour	星期一至五上午8時至下午12時及下午2時至下午6時； Monday to Friday 0800hr to 1200hr and 1400hr to 1800hr
	薪酬 Remuneration	每月人民幣2500-3000元 RMB2500-3000 per month
	入職條件 Entry Requirements	<ol style="list-style-type: none"> 1. 具有敬業精神、進取心和責任心； 2. 普通話標準，溝通協調能力和應變能力強、有良好的服務意識。 <ol style="list-style-type: none"> 1. Dedicated, motivated and responsible; 2. Proficient in Mandarin, strong communication and coordination skills, good service awareness.
	工作經驗 Work Experience	有酒店管理專業或相關專業優先 Preferably in hospitality management or related disciplines
	地點 Location	廣州（包住宿） Guangzhou (Accommodation included)

Customs YES 暑期工作實習計劃
Customs YES Summer Internship Programme

(38)	公司/機構名稱 Name of Company/Organization	華商教育集團 Huashang Education Group
	實習職位名稱 Job Title	實習助教老師 Teaching assistant (Trainee)
	職責 Job Duties	<ol style="list-style-type: none"> 1. 協助主班老師開展班級日常教學活動及班級管理； 2. 協助主班老師進行托班的日常生活處理，照顧托班孩子的一日生活作息； 3. 維護管理教室與教具，整理和歸檔學生的作品。 <ol style="list-style-type: none"> 1. To assist the Lead Teacher in the daily teaching activities and classroom management of the class; 2. To assist the lead teacher in the daily life of the nursery class and take care of the children's daily routines; 3. To maintain and manage the classroom and teaching aids, organize and file students' work.
	實習日期 Internship Period	05/2023 – 07/2023
	工作時間 Working Hour	星期一至五上午8時至下午12時及下午2時至下午6時； Monday to Friday 0800hr to 1200hr and 1330hr to 1800hr
	薪酬 Remuneration	每月人民幣2500-3000元 RMB2500-3000 per month
	入職條件 Entry Requirements	<ol style="list-style-type: none"> 1. 熱愛教育事業，喜歡孩子，有愛心，有耐心； 2. 有較強的學習能力和學習願望； 3. 普通話標準，善於溝通，具備團隊合作精神。 <ol style="list-style-type: none"> 1. Passionate about education, love children, loving and patient; 2. Have strong learning ability and willingness to learn; 3. Proficient in Mandarin, good communication skills and team spirit.
	工作經驗 Work Experience	有學前教育專業或相關專業優先 Preferably with a major in pre-school education or a related disciplines
	地點 Location	廣州（包住宿，需搭乘巴士通勤） Guangzhou (Accommodation included. Commuting by bus is needed.)

Customs YES 暑期工作實習計劃
Customs YES Summer Internship Programme

(39)	公司/機構名稱 Name of Company/Organization	華商教育集團 Huashang Education Group
	實習職位名稱 Job Title	實習生(文案策劃/實習主播/拍攝剪輯) Trainee (Copywriting planning/ anchor/shooting and editing)
	職責 Job Duties	<ol style="list-style-type: none"> 1. 根據工作任務及時高效地完成剪輯任務，確保視頻作品達到良好的視覺表達效果； 2. 協助部門日常直播工作，活躍直播氣氛，介紹產品資訊，增加品牌曝光度，提高粉絲活躍度及粉絲粘性； 3. 策劃直播內容，配合部門直播任務進行腳本設計，把控直播節奏； 4. 協助部門內工作並及時完成上級交代的其他工作安排。 <ol style="list-style-type: none"> 1. To complete video editing tasks in a timely and efficient manner according to work assignments to ensure that the video works achieve good visual expression; 2. To assist the department in the daily live broadcast work, active live atmosphere, introduce product information, increase brand exposure, improve fan activity and fan stickiness; 3. To plan the live content, design scripts to match the department's live tasks and control the pace of the live broadcast; 4. To assist in the department's work and complete other work arrangements as assigned by the supervisor in a timely manner.
	實習日期 Internship Period	05/2023 – 08/2023
	工作時間 Working Hour	星期一至五上午8時至下午12時及下午2時至下午6時； Monday to Friday 0800hr to 1200hr and 1330hr to 1800hr
	薪酬 Remuneration	每月人民幣2500-3000元 RMB2500-3000 per month
	入職條件 Entry Requirements	<ol style="list-style-type: none"> 1. 大專或以上程度，有興趣於新聞傳媒、播音主持、網絡與新媒體等相關專業； 2. 普通話標準，口齒清晰，具備較強的語言表達能力和鏡頭表現能力； 3. 能夠根據腳本內容進行視頻的拍攝和剪輯； 4. 具備良好的文案寫作能力，擅長文稿的撰寫。 <ol style="list-style-type: none"> 1. Tertiary education or above, with interest in news media, broadcasting and hosting, online and new media and other related disciplines;

Customs YES 暑期工作實習計劃
Customs YES Summer Internship Programme

	<ol style="list-style-type: none"> 2. Proficient in Mandarin, clear diction and have strong verbal and camera skills; 3. Be able to shoot and edit videos based on scripted content; 4. Good writing skills.
工作經驗 Work Experience	有熟悉應用視頻剪輯等相關軟件的優先 Familiarity with the application of video editing and other related software is preferred
地點 Location	廣州（包住宿） Guangzhou (Accommodation included)

Customs YES 暑期工作實習計劃
Customs YES Summer Internship Programme

(40)	公司/機構名稱 Name of Company/Organization	華商教育集團 Huashang Education Group
	實習職位名稱 Job Title	新媒體運營實習生 New media operation trainee
	職責 Job Duties	<ol style="list-style-type: none"> 1. 負責抖音號、公眾號、視頻號等新媒體帳號的日常內容的撰寫及帳號的運營和維護； 2. 收集、研究網路熱點話題，結合新媒體特性，對新媒體帳號內容進行即時調整和更新，並完成所需平面素材的設計和輸出； 3. 定向專題活動的組織策劃執行推廣，並協助新媒體線上線下活動的執行落地與追蹤推廣效果； 4. 協助部門內工作並及時完成上級交代的其他工作安排。 <ol style="list-style-type: none"> 1. To be responsible for the daily content writing, account operation and maintenance of new media accounts such as Tik Tok, Wechat, Weibo, etc; 2. To collect and study hot topics on the Internet, adjust and update the content of official media accounts in real time, and complete the design and output of the required graphic materials; 3. To organise and execute targeted special events, and assist in the implementation of online and offline activities and tracking the effectiveness of the promotion; 4. To assist in the work of the department and complete other tasks as assigned by the supervisor in a timely manner.
	實習日期 Internship Period	05/2023 – 08/2023
	工作時間 Working Hour	星期一至五上午八時至下午十二時正及下午二時至下午六時正 Monday to Friday 0800hr to 1200hr and 1400hr to 1800hr
	薪酬 Remuneration	每月人民幣2500-3000元 RMB2500-3000 per month
	入職條件 Entry Requirements	<ol style="list-style-type: none"> 1. 大專或以上程度，有興趣於新聞、市場行銷、設計等相關專業； 2. 責任心強，執行力強，思維清晰，有團隊合作精神； 3. 具備良好的文案寫作能力，擅長文稿的撰寫； 4. 能適應短途出差和臨時工作要求。

Customs YES 暑期工作實習計劃
Customs YES Summer Internship Programme

	<ol style="list-style-type: none"> 1. Tertiary education or above, with interest in journalism, marketing, design and other related disciplines; 2. Strong sense of responsibility, strong execution, clear thinking and team spirit; 3. Good writing skills; 4. Able to adapt to short distance travel and temporary work requirements.
工作經驗 Work Experience	微信、微博等新媒體推廣或直播電商、抖音運營等相關經驗的優先 Experience in new media promotion such as WeChat, Weibo or live e-commerce, Tik Tok operation, etc. is preferred
地點 Location	廣州（包住宿） Guangzhou (Accommodation included) / 深圳（不包住宿） Shenzhen (No accommodation included)

Customs YES 暑期工作實習計劃
Customs YES Summer Internship Programme

(41)	公司/機構名稱 Name of Company/Organization	聯合出版（集團）有限公司 Sino United Publishing (Holdings) Limited
	實習職位名稱 Job Title	圖書文化推廣暑期實習生
	職責 Job Duties	<ol style="list-style-type: none"> 1. 協助本集團成立35周年活動； 2. 協助香港書展公關與業務安排，包括聯絡工作等； 3. 搜集傳媒報導及分析； 4. 參與香港書展重點文化活動，負責現場拍攝、寫稿，及時在不同社交媒體資訊發放新書活動消息； 5. 其他相關公關宣傳及業務工作。 <ol style="list-style-type: none"> 1. Assist events to be held on SUP 35th Anniversary; 2. Assist the book promotion duties during Hong Kong book fair, e.g. contact various shareholders; 3. Research the news and analyze the media report; 4. Taking photos and write-up for the main cultural activities of Hong Kong book fair, disseminate the news in social media; 5. Jobs related to public relations and business development as assigned.
	實習日期 Internship Period	19/06/2023 – 11/08/2023
	工作時間 Working Hour	香港書展期間須於周六、日上班 Need to work on Saturday and Sunday during the Hong Kong Book Fair
	薪酬 Remuneration	每日港幣350元 HKD350 per day
入職條件 Entry Requirements	<ol style="list-style-type: none"> 1. 愛圖書、愛學習，對紙媒及跨媒體發展有興趣； 2. 處事細心、待人溫和； 3. 良好中英文語言能力，特別必須具備優秀中文書寫程度； 4. 良好的組織力、分析力和策劃力； 5. 熟悉操作excel、word，能按時完成工作要求； 6. 如懂得AI圖像設計更佳。 <ol style="list-style-type: none"> 1. A book lover who are willing to learn, interested in cross-media development; 2. A gentle person with detailed-minded; 3. Good Chinese and English speaking, excel in Chinese writing; 4. Possess of favorable organizational, analytical and planning abilities; 5. Familiar with excel and word processing, and able to meet the deadline; 	

Customs YES 暑期工作實習計劃
Customs YES Summer Internship Programme

		6. Knowledge about handling graphic software, e.g. AI, is an advantage.
工作經驗 Work Experience		記者、編輯、市場推廣。 Reporter, editor, marketing.
地點 Location		北角 North Point

Customs YES 暑期工作實習計劃
Customs YES Summer Internship Programme

(42)	公司/機構名稱 Name of Company/Organization	德國寶(香港)有限公司 German Pool (Hong Kong) Ltd
	實習職位名稱 Job Title	服務大使 Showroom Service Ambassador
	職責 Job Duties	<ol style="list-style-type: none"> 1. 為客戶提供優質服務； 2. 處理客戶查詢； 3. 協助店舖的日常運營。 <ol style="list-style-type: none"> 1. Provide quality service to customers; 2. Assist in daily operations in shop; 3. Handle customer enquiries.
	實習日期 Internship Period	15/05/2023 – 01/09/2023 (為期四至八星期)
	工作時間 Working Hour	每週工作6天，每天工作7小時(上午十時正至下午八時正) 6 working days per week. 7 hours of work per day from 1000hr to 2000hr 須輪休或需要在周末或公眾假期工作 Taking days off in turn and working at weekends or on public holidays is required.
	薪酬 Remuneration	每月港幣\$8,680元 HKD8,680 per month
	入職條件 Entry Requirements	<ol style="list-style-type: none"> 1. DSE或以上程度； 2. 有責任心、勤奮、主動、有活力及良好工作態度； 3. 良好表達及溝通技巧，流利廣東話，簡單英語讀寫。 <ol style="list-style-type: none"> 1. DSE or above; 2. Proactive, patient and cheerful personality with good working attitude; 3. Fluency in speaking Cantonese, ability to speak and write in English.
	工作經驗 Work Experience	有客戶服務或門市銷售經驗優先。 Experience in the customer service or sales.
地點 Location	銅鑼灣 Causeway Bay	

Customs YES 暑期工作實習計劃
Customs YES Summer Internship Programme

(43)	公司/機構名稱 Name of Company/Organization	德國寶(香港)有限公司 German Pool (Hong Kong) Ltd
	實習職位名稱 Job Title	咖啡室助理 Café Operations Intern
	職責 Job Duties	<ol style="list-style-type: none"> 1. 為客戶提供優質服務； 2. 處理客戶查詢； 3. 協助店舖的日常運營。 <ol style="list-style-type: none"> 1. Provide quality service to customers; 2. Assist in daily operations in shop; 3. Handle customer enquiries.
	實習日期 Internship Period	15/05/2023 – 01/09/2023 (為期四至八星期)
	工作時間 Working Hour	<p>每週工作6天，每天工作7小時(上午十時正至下午八時正)</p> <p>6 working days per week. 7 hours of work per day from 1000hr to 2000hr</p> <p>須輪休或需要在周末或公眾假期工作。</p> <p>Taking days off in turn and working at weekends or on public holidays is required.</p>
	薪酬 Remuneration	每月港幣\$8,680元 HKD8,680 per month
	入職條件 Entry Requirements	<ol style="list-style-type: none"> 1. DSE或以上程度； 2. 有責任心、勤奮、主動、有活力及良好工作態度； 3. 良好表達及溝通技巧，流利廣東話，簡單英語讀寫。 <ol style="list-style-type: none"> 1. DSE or above; 2. Proactive, patient and cheerful personality with good working attitude; 3. Fluency in speaking Cantonese, ability to speak and write in English.
	工作經驗 Work Experience	有客戶服務或門市銷售經驗優先。 Experience in the customer service or sales.
	地點 Location	銅鑼灣 Causeway Bay

Customs YES 暑期工作實習計劃
Customs YES Summer Internship Programme

(44)	公司/機構名稱 Name of Company/Organization	大灣區共同家園青年公益基金會有限公司 Greater Bay Area Homeland Youth Community Foundation Limited
	實習職位名稱 Job Title	2023暑期實習生 2023 Summer intern
	職責 Job Duties	<ol style="list-style-type: none"> 1. 協助跟進基金項目； 2. 協助籌辦基金活動； 3. 協助推廣大灣區及基金項目，包括編寫宣傳材料，如：社交媒體帖文、電子通訊等； 4. 協助撰寫文案和翻譯工作； 5. 協助資料輸入，研究和分析。 <ol style="list-style-type: none"> 1. To assist in follow-up the Foundation's projects; 2. To Assist in organising events and activities; 3. To support the promotion of the Greater Bay Area and Foundation's programmes, including preparation of external communications materials, such as: social media post, newsletter etc.; 4. To assist in handling copywriting and translation work ; 5. To assist in data entry, research and analysis.
	實習日期 Internship Period	時段1：2023年5月至6月 時段2：2023年7月至8月 (為期四至六星期)
	工作時間 Working Hour	星期一至五上午九時正至下午六時正(下午十二時半至下午一時半為午餐時段) Monday to Friday 0900hr to 1800hr (Lunch break: 1230hr to 1330hr)
	薪酬 Remuneration	每周工作五天，每天八小時，每天港幣370元 Five working days per week. Eight hours of work per day. HKD370 per day.
入職條件 Entry Requirements	<ol style="list-style-type: none"> 1. 就讀大學二年級或以上全日制學生； 2. 熟悉電腦應用軟件,包括Microsoft Office； 3. 良好兩文三語能力。 <ol style="list-style-type: none"> 1. Full-time students studying in the second year of university or above; 2. Familiar with computer application software, including Microsoft Office; 3. Excellent command of spoken and written English and Chinese (including Putonghua). 	

Customs YES 暑期工作實習計劃
Customs YES Summer Internship Programme

	工作經驗 Work Experience	1. 項目管理經驗；或 2. 運營社交媒體平台的經驗。 1. Project management experience; or 2. Experience in operating social media platforms.
	地點 Location	上環 Sheung Wan

Customs YES 暑期工作實習計劃
Customs YES Summer Internship Programme

(45)	公司/機構名稱 Name of Company/Organization	利興鑽石有限公司 Lee Heng Diamond Co. LTD
	實習職位名稱 Job Title	實習生(會計) Intern (Accounting)
	職責 Job Duties	<ol style="list-style-type: none"> 1. 負責處理日常盤點（店舖及貨品部）； 2. 負責店舖到會計部的文件； 3. 負責支援公司活動。 <ol style="list-style-type: none"> 1. To stock-take (stores and inventory department); 2. To prepare documents (stores and accounting department); 3. To assist in company events.
	實習日期 Internship Period	2023年7月至8月
	工作時間 Working Hour	上午九時三十分至下午六時十五分 0930hr to 1815hr 如須出席公司在周末或公眾假期工作，將會補假 If working at weekends or on public holidays is required, days off in substitution will be arranged.
	薪酬 Remuneration	每月港幣\$8,000元 HKD8,0000 per month
	入職條件 Entry Requirements	<ol style="list-style-type: none"> 1. 大專或以上程度； 2. 有責任感及對數字敏感； 3. 熟悉電腦操作，例如：Microsoft Excel。 <ol style="list-style-type: none"> 1. Tertiary education or above; 2. Responsible and good with figures; 3. Familiar with computer operation, including Microsoft Excel.
	工作經驗 Work Experience	有會計或零售經驗優先。 Experience in accounting or retail is preferred.
	地點 Location	辦公室/ 店舖/ 指定活動地點 Office/ stores/ event venues
地點 Location	上環 Sheung Wan	

Customs YES 暑期工作實習計劃
Customs YES Summer Internship Programme

(46)	公司/機構名稱 Name of Company/Organization	利興鑽石有限公司 Lee Heng Diamond Co. LTD
	實習職位名稱 Job Title	實習生(品質保證) Intern (Quality assurance)
	職責 Job Duties	<ol style="list-style-type: none"> 1. 負責處理日常盤點（店舖及貨品部）； 2. 負責準備倉庫及會計文件； 3. 負責支援公司活動。 <ol style="list-style-type: none"> 1. To stock-take (stores and inventory department); 2. To prepare documents (stores and accounting department); 3. To assist in company events.
	實習日期 Internship Period	2023年7月至8月
	工作時間 Working Hour	上午九時三十分至下午六時十五分 0930hr to 1815hr 如須出席公司在周末或公眾假期工作，將會補假。 If working at weekends or on public holidays is required, days off in substitution will be arranged.
	薪酬 Remuneration	每月港幣\$8,000元 HKD8,0000 per month
	入職條件 Entry Requirements	<ol style="list-style-type: none"> 1. 大專或以上程度； 2. 有責任感、誠信及有耐性； 3. 熟悉電腦操作，例如：Microsoft Excel。 <ol style="list-style-type: none"> 1. Tertiary education or above; 2. Responsible, honest and patient; 3. Familiar with computer operation, including Microsoft Excel.
	工作經驗 Work Experience	有工作經驗優先。 Experience in working is preferred.
地點 Location	辦公室/ 店舖/ 指定活動地點 Office/ stores/ event venues	

Customs YES 暑期工作實習計劃
Customs YES Summer Internship Programme

(47)	公司/機構名稱 Name of Company/Organization	艾德亞教育中心 IdeaQ Education Centre
	實習職位名稱 Job Title	助理項目主任 Assistance Project Manager
	職責 Job Duties	<ol style="list-style-type: none"> 1. 負責導師發學校課程編排； 2. 聯絡全港不同幼，小中及大專院校負責人； 3. 組織／跟進慈善活動。 <ol style="list-style-type: none"> 1. To arrange the courses schedules for Tutors and Schools ; 2. To contact all Hong Kong School under Education Department ; 3. To organize or follow up the charity events under our NGO.
	實習日期 Internship Period	2023年6月至8月
	工作時間 Working Hour	上午十時至下午六時 1000hr to 1800hr 需要在周末工作 Employees might work on weekends
	薪酬 Remuneration	每月港幣\$9,800元 HKD9,800 per month
	入職條件 Entry Requirements	<ol style="list-style-type: none"> 1. 良好與人溝通技巧； 2. 電腦程式應用； 3. 主動及責任感。 <ol style="list-style-type: none"> 1. Good communication skills; 2. Computer program application; 3. Initiative and responsibility.
	工作經驗 Work Experience	懂設計，剪片程式。 Basic knowledge and knowing to use on Design Programs like Photoshop, Illustrator, Canva ; edit videos etc.
	地點 Location	荔枝角 Lai Chi Kok

Customs YES 暑期工作實習計劃
Customs YES Summer Internship Programme

(48)	公司/機構名稱 Name of Company/Organization	韋意環球顧問有限公司 PLUS ONE GLOBAL CONSULTING LIMITED
	實習職位名稱 Job Title	實習生 (諮詢) Intern (Consulting Stream)
	職責 Job Duties	<ol style="list-style-type: none"> 1. 協助航空貨運安全和危險品法規 (DGR) 的行業研究/諮詢項目； 2. 協助開發培訓材料，即空運貨物安全、危險品。 <ol style="list-style-type: none"> 1. Assist in Industrial research/consultancy projects on Air Cargo Security and Dangerous Goods Regulations (DGR); 2. Assist in developing training materials i.e. air cargo security, dangerous goods.
	實習日期 Internship Period	8 星期 (六月至八月) 8 weeks (from Jun – Aug 2023)
	工作時間 Working Hour	上午九時三十分至下午六時 0930hr to 1800hr
	薪酬 Remuneration	每月港幣\$9,500至\$10,500元 HKD9,500 - 10500 per month
	入職條件 Entry Requirements	<p>如果你是工商管理學士、市場營銷、信息技術、運營管理或供應鏈/物流專業或相關學科的學位/文憑 (1、2、3 或 4 年級) 學生；</p> <ol style="list-style-type: none"> 1. 對探索航空貨運/物流行業有強烈的熱情和熱忱； 2. 富有創造力、精通數字技術、注重細節、積極主動且學習敏捷； 3. 良好的分析、溝通和人際交往能力； 4. 優秀的英語和中文書面和口語。 <p>If you are Degree/Diploma (Year 1, 2, 3 or 4) student in on BBA, Marketing, Information Technology, Operation Management or Supply Chain/Logistics concentration or related discipline with;</p> <ol style="list-style-type: none"> 1. Strong enthusiasm and passionate to explore air cargo/logistics industry; 2. Creative, digital savvy, detail minded, proactive with high learning agility; 3. Good analytical, communication and interpersonal skills; 4. Excellent written and spoken English and Chinese.
	工作經驗 Work Experience	不需要 Not Required
	地點 Location	觀塘 / 荃灣 Kwun Tong / Tsuen Wan

Customs YES 暑期工作實習計劃
Customs YES Summer Internship Programme

(49)	公司/機構名稱 Name of Company/Organization	韋意環球顧問有限公司 PLUS ONE GLOBAL CONSULTING LIMITED
	實習職位名稱 Job Title	實習生 (營銷) Intern (Marketing Stream)
	職責 Job Duties	<ol style="list-style-type: none"> 1. 協助航空貨運安全和危險品法規 (DGR) 的行業研究/諮詢項目； 2. 協助開發數字營銷，用於合規諮詢項目和培訓服務，包括數字平台上的文本、圖像和視頻。 <ol style="list-style-type: none"> 1. Assist in Industrial research/consultancy projects on Air Cargo Security and Dangerous Goods Regulations (DGR); 2. Assist in developing digital marketing, for compliance consulting projects and training services, including text, image & videos on digital platforms.
	實習日期 Internship Period	8 星期 (六月至八月) 8 weeks (from Jun – Aug 2023)
	工作時間 Working Hour	上午九時三十分至下午六時 0930hr to 1800hr
	薪酬 Remuneration	每月港幣\$9,500至\$10,500元 HKD9,500 - 10500 per month
	入職條件 Entry Requirements	<p>如果你是工商管理學士、市場營銷、信息技術、運營管理或供應鏈/物流專業或相關學科的學位/文憑（1、2、3 或 4 年級）學生；</p> <ol style="list-style-type: none"> 1. 對探索航空貨運/物流行業有強烈的熱情和熱忱； 2. 富有創造力、精通數字技術、注重細節、積極主動且學習敏捷； 3. 良好的分析、溝通和人際交往能力； 4. 優秀的英語和中文書面和口語。 <p>If you are Degree/Diploma (Year 1, 2, 3 or 4) student in on BBA, Marketing, Information Technology, Operation Management or Supply Chain/Logistics concentration or related discipline with;</p> <ol style="list-style-type: none"> 1. Strong enthusiasm and passionate to explore air cargo/logistics industry; 2. Creative, digital savvy, detail minded, proactive with high learning agility; 3. Good analytical, communication and interpersonal skills; 4. Excellent written and spoken English and Chinese.
	工作經驗 Work Experience	不需要 Not Required

Customs YES 暑期工作實習計劃
Customs YES Summer Internship Programme

	地點 Location	觀塘 / 荃灣 Kwun Tong / Tsuen Wan
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Customs YES 暑期工作實習計劃
Customs YES Summer Internship Programme

(50)	公司/機構名稱 Name of Company/Organization	韋意環球顧問有限公司 PLUS ONE GLOBAL CONSULTING LIMITED
	實習職位名稱 Job Title	實習生 (環保) Intern (Environmental Stream)
	職責 Job Duties	<ol style="list-style-type: none"> 1. 協助航空貨運安全和危險品法規 (DGR) 的行業研究/諮詢項目； 2. 協助開展航空貨運/物流業的環保活動。 <ol style="list-style-type: none"> 1. Assist in Industrial research/consultancy projects on Air Cargo Security and Dangerous Goods Regulations (DGR); 2. Assist in developing outreach environmental campaign for air cargo/logistics industry.
	實習日期 Internship Period	8 星期 (六月至八月) 8 weeks (from Jun – Aug 2023)
	工作時間 Working Hour	上午九時三十分至下午六時 0930hr to 1800hr
	薪酬 Remuneration	每月港幣\$9,500至\$10,500元 HKD9,500 - 10500 per month
	入職條件 Entry Requirements	<p>如果你是工商管理學士、市場營銷、信息技術、運營管理或供應鏈/物流專業或相關學科的學位/文憑 (1、2、3 或 4 年級) 學生；</p> <ol style="list-style-type: none"> 1. 對探索航空貨運/物流行業有強烈的熱情和熱忱； 2. 富有創造力、精通數字技術、注重細節、積極主動且學習敏捷； 3. 良好的分析、溝通和人際交往能力； 4. 優秀的英語和中文書面和口語。 <p>If you are Degree/Diploma (Year 1, 2, 3 or 4) student in on BBA, Marketing, Information Technology, Operation Management or Supply Chain/Logistics concentration or related discipline with;</p> <ol style="list-style-type: none"> 1. Strong enthusiasm and passionate to explore air cargo/logistics industry; 2. Creative, digital savvy, detail minded, proactive with high learning agility; 3. Good analytical, communication and interpersonal skills; 4. Excellent written and spoken English and Chinese.
	工作經驗 Work Experience	不需要 Not Required

Customs YES 暑期工作實習計劃
Customs YES Summer Internship Programme

	地點 Location	觀塘 / 荃灣 Kwun Tong / Tsuen Wan
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Customs YES 暑期工作實習計劃
Customs YES Summer Internship Programme

(51)	公司/機構名稱 Name of Company/Organization	廣東理文造紙有限公司 Guangdong Lee & Man Paper Mfg. Ltd.
	實習職位名稱 Job Title	行政助理 Administrative Assistant
	職責 Job Duties	<ol style="list-style-type: none"> 1. 預定機票並月底對賬； 2. 組織會議並做好會議記錄； 3. 領導安排的臨時性突發工作。 <ol style="list-style-type: none"> 1. Air ticket purchasing and confirmation; 2. Organize meetings and meeting minutes; 3. Temporary work arranged by superisor.
	實習日期 Internship Period	25/05/2023 – 25/07/2023
	工作時間 Working Hour	上午八時三十分至下午五時三十分 0830hr to 1730hr
	薪酬 Remuneration	面議 Negotiable
	入職條件 Entry Requirements	<ol style="list-style-type: none"> 1. 大專或以上； 2. 主修行政管理； 3. 熟練使用辦公軟體，責任心強。 <ol style="list-style-type: none"> 1. Teritary education or above; 2. Major in administrative management is preferred; 3. Proficient in using office software, strong sense of responsibility.
	工作經驗 Work Experience	1年以上，能力優者可接受應屆畢業生。 Over 1 year, those with excellent abilities can accept fresh graduates.
地點 Location	東莞市 (包食宿) Dongguan City (meal and accommodation included)	

Customs YES 暑期工作實習計劃
Customs YES Summer Internship Programme

(52)	公司/機構名稱 Name of Company/Organization	廣東理文造紙有限公司 Guangdong Lee & Man Paper Mfg. Ltd.
	實習職位名稱 Job Title	物流部助理 Logistics Assistant
	職責 Job Duties	<ol style="list-style-type: none"> 1. 進/出口貨物物流全流程跟進； 2. 物流成本分析及管理； 3. 物流服務供應商管理及關係維護。 <ol style="list-style-type: none"> 1. Follow up on import/export duties; 2. Analyze logistics cost; 3. Logistics supplier maintenance.
	實習日期 Internship Period	25/05/2023 – 25/07/2023
	工作時間 Working Hour	上午八時三十分至下午五時三十分 0830hr to 1730hr 工作需要偶有出差 Business trip if necessary
	薪酬 Remuneration	面議 Negotiable
	入職條件 Entry Requirements	<ol style="list-style-type: none"> 1. 大專或以上文化程度； 2. 國際貿易或物流專業優先； 3. 能用普通話、廣東話、英文交流； 4. 熟練操作辦公軟體； 5. 良好的溝通和團隊協作能力。 <ol style="list-style-type: none"> 1. Education: Diploma or above; 2. Major in international trade or logistics is preferred; 3. Language: Putonghua / Cantonese/ English. 4. Familiar with office software; 5. Good communication and teamwork.
	工作經驗 Work Experience	出入口，船運，運輸行業優先。 Industry: Import/exporters; Shipping company; Ports; Logistics.
	地點 Location	東莞市 (包食宿) Dongguan City (meal and accommodation included)

Customs YES 暑期工作實習計劃
Customs YES Summer Internship Programme

(53)	公司/機構名稱 Name of Company/Organization	廣東理文造紙有限公司 Guangdong Lee & Man Paper Mfg. Ltd.
	實習職位名稱 Job Title	採購助理 Procurement Assistant
	職責 Job Duties	<ol style="list-style-type: none"> 1. 物料特性、功能、使用的認知； 2. 供應商的尋找、辨識、議價、確立； 3. 物料購買過程(下單、追貨、到貨、入倉、付款)。 <ol style="list-style-type: none"> 1. Cognition of material characteristics, functions, and usage; 2. Supplier search, identification, negotiation, and establishment; 3. Material purchase process (placing orders, tracking, arrival, warehousing, payment).
	實習日期 Internship Period	25/05/2023 – 25/07/2023
	工作時間 Working Hour	上午八時三十分至下午五時三十分 0830hr to 1730hr
	薪酬 Remuneration	面議 Negotiable
	入職條件 Entry Requirements	<ol style="list-style-type: none"> 1. 中學或以上， 2. 具有良好的溝通能力， 3. 能用普通話、英文交流， 4. 主修化學、物理專業優先。 <ol style="list-style-type: none"> 1. Middle school or above; 2. Good communication skills; 3. Able to communicate in Mandarin and English, 4. Chemistry or physics majors are preferred.
	工作經驗 Work Experience	採購或銷售經驗 Procurement or sales experience
	地點 Location	東莞市(包食宿) Dongguan City (meal and accommodation included)

Customs YES 暑期工作實習計劃
Customs YES Summer Internship Programme

(54)	公司/機構名稱 Name of Company/Organization	廣東理文造紙有限公司 Guangdong Lee & Man Paper Mfg. Ltd.
	實習職位名稱 Job Title	外廢採購助理 Procurement Assistant
	職責 Job Duties	<ol style="list-style-type: none"> 1. 每日製作並發送廢紙日常報表； 2. 處理廢紙採購訂單，開訂單，發送訂單，及在系統中上傳資料； 3. 日常系統維護（ETS）。 <ol style="list-style-type: none"> 1. Prepare and send waste paper daily report; 2. Processed waste paper purchase orders, issued orders, sent orders, and uploaded data in the system; 3. Routine System Maintenance (ETS).
	實習日期 Internship Period	25/05/2023 – 25/07/2023
	工作時間 Working Hour	上午八時三十分至下午五時三十分 0830hr to 1730hr
	薪酬 Remuneration	面議 Negotiable
	入職條件 Entry Requirements	<ol style="list-style-type: none"> 1. 大專或以上； 2. 電腦軟件操作熟練； 3. 英文聽說讀寫熟練。 <ol style="list-style-type: none"> 1. College Diploma or above; 2. Proficient in computer software; 3. Proficient in English listening, speaking, reading and writing.
	工作經驗 Work Experience	商務專業或英語六級優先考慮。 Business major or CET-6 is preferred.
	地點 Location	東莞市 (包食宿) Dongguan City (meal and accommodation included)

Customs YES 暑期工作實習計劃
Customs YES Summer Internship Programme

(55)	公司/機構名稱 Name of Company/Organization	廣東理文造紙有限公司 Guangdong Lee & Man Paper Mfg. Ltd.
	實習職位名稱 Job Title	銷售部客服助理 Customer Service Assistant
	職責 Job Duties	<ol style="list-style-type: none"> 1. 紙樣收集、分析、歸檔； 2. 相關報表製作、數據反饋； 3. 客訴文件接收現場核實，協助客服經理落實組內工作地開展。 <ol style="list-style-type: none"> 1. Product sampling and analysis; 2. Reports preparation and feedback; 3. Handling of CS documents and investigation; Assist CS Manager.
	實習日期 Internship Period	25/05/2023 – 25/07/2023
	工作時間 Working Hour	上午八時三十分至下午五時三十分 0830hr to 1730hr
	薪酬 Remuneration	面議 Negotiable
	入職條件 Entry Requirements	<ol style="list-style-type: none"> 1. 大專或以上 語種：廣東話/普通話； 2. 具備電腦操作，表格製作。 <ol style="list-style-type: none"> 1. Diploma or above Language: Putonghua/Cantonese; 2. Familiar with computer operations, excel reports making.
	工作經驗 Work Experience	<ol style="list-style-type: none"> 1. 文職方面的工作經驗； 2. 具備良好的溝通協調及寫作能力。 <ol style="list-style-type: none"> 1. Clerical work experience; 2. Good communication and writing skills.
	地點 Location	東莞市 (包食宿) Dongguan City (meal and accommodation included)

Customs YES 暑期工作實習計劃
Customs YES Summer Internship Programme

(56)	公司/機構名稱 Name of Company/Organization	信和集團 Sino Group
	實習職位名稱 Job Title	暑期實習生 Summer Intern
	職責 Job Duties	<ol style="list-style-type: none"> 1. 協助改善業務流程； 2. 學習如何發展低程式碼平台； 3. 協助製作低程式碼平台的簡易網上表格。 <ol style="list-style-type: none"> 1. To revamp some of the business processes; 2. To learn how to develop on low-code platform; 3. To develop simple e-forms on low-code platform.
	實習日期 Internship Period	03/07/2023 – 18/08/2023
	工作時間 Working Hour	上午九時至下午六時 0900hr to 1800hr
	薪酬 Remuneration	每月港幣\$10,000元 HKD10,000 per month
	入職條件 Entry Requirements	<ol style="list-style-type: none"> 1. 大學主修資訊科技或相關科目(例如: 工程學, 科學, 數學, 工商管理)； 2. 積極自發及有興趣學習開發程式； 3. 有商業工作經驗優先考慮。 <ol style="list-style-type: none"> 1. Degree or above in Information Technology or other relevant disciplines (i.e. Engineering, Science, Mathematics, Business Administration); 2. Self-motivated and interest to explore or learn app development; 3. Candidate with commercial placement experience is highly preferred.
	工作經驗 Work Experience	不需要 Not Required
地點 Location	九龍灣 Kowloon Bay	

Customs YES 暑期工作實習計劃
Customs YES Summer Internship Programme

附註 General Notes:

- (a) Customs YES會員優先。Customs YES members have higher priority.
- (b) 入職薪酬、聘用條款及服務條件，應以獲聘時的合約為準。The entry pay, terms of appointment and conditions of service to be offered are subject to the provisions in the contract prevailing at the time the offer of appointment is made.
- (c) 持有本港以外學府／非香港考試及評核局頒授的學歷人士亦可申請，惟其學歷必須經過評審以確定是否與職位所要求的本地學歷水平相若。有關申請人須遞交全部成績副本及證書副本。Holders of academic qualifications other than those obtained from Hong Kong institutions / Hong Kong Examinations and Assessment Authority may also apply but their qualifications will be subject to assessments on equivalence with the required entry qualifications. They should submit copies of their official transcripts and certificates.

申請手續 How to apply:

申請人應把填妥的申請書連同其香港中學文憑考試成績單、證明其學生身份的證書及成績表副本，在截止申請之前電郵至yes@customs.gov.hk。Applicants should submit the completed application form together with copies of certificates of their Hong Kong Diploma of Secondary Education Examination (HKDSE) results, proof of student status and academic transcripts by email to yes@customs.gov.hk before the application closing date and time.

截止申請日期Application Closing Date:

- 除特別指明外，截止申請日期為**2023年5月25日**。Unless otherwise specified, the application closing date will be **25 May 2023**.
- 職位編號 **(10)**、**(27)**、**(28)**、**(29)**、**(30)**、**(31)**及**(32)** 的截止申請日期為**2023年5月15日**。For post numbers **(10)**、**(27)**、**(28)**、**(29)**、**(30)**、**(31)** and **(32)**, the application closing date will be **15 May 2023**.