

Post-Secondary Student Summer Internship Programme Request Form

Name of invited Institution: _____

DETAILS OF INTERNSHIP PROGRAMME

Name of Bureau/Department (Division/Section): Hongkong Post – Summer Intern (Marketing and Business)

No. of Interns to be Recruited: 6 No. of Nominations: 7

Description of Internship Programme:

- To assist in conducting market and business research;
- To prepare promotional materials;
- To assist in liaison and administrative tasks in organising duty visit and matters in relation to international postal organisations; and
- To provide general administrative support.

Programme Commencement Date:	<u>Around June 2023</u>	Allow Flexible Commencement Date:	<u>Yes/No*</u>
Period of Internship:	<u>Around 2 to 3 months from June 2023</u>	Working Hours:	<u>9:00 a.m. – 5:45 p.m (Mon-Thur) 9:00 a.m. – 6:00 p.m. (Fri) (normally 44 hours per week, but may vary depending on operational needs)</u>
Office Venue:	<u>Central, Sheung Wan or Kowloon Bay</u>	Allowance per Month:	<u>HK\$11,200</u>

ELIGIBILITY REQUIREMENTS

Course(s)/Field(s) of Study:
Full-time Bachelor degree students, major in business, marketing, public administration, international studies, art or design related.

Year of Study: Students who will take up the third or final year study in the coming academic year.

Specific Knowledge/Skills:

Applicants should:-

- (a) have a sincere working attitude;
- (b) have proficiency in oral/written communication skills in Chinese and English;
- (c) have a high level of integrity and commitment;
- (d) have good knowledge in using computer software including MS Excel, MS Word and MS PowerPoint; and
- (e) statistical skills and graphic design skills are preferred.

Work Experience (if applicable): -

Other Requirements (e.g. Extra-Curricular Activities) (if applicable): -

APPLICATION METHOD

The students should submit the following to us via your Student Affairs Office/Career Centre:-

- (i) Application Form for Post-Secondary Student Summer Internship Programme;
- (ii) Covering letter;
- (iii) Resume; and
- (iv) Copy of certificates of academic qualification and transcripts.

Deadline for Application (DD/MM/YYYY): 17/5/2023 Require Selection Interview: Yes/No* No