





**Aviation-related Internship Places (Summer 2016)**


( as at 30.6.2016 )

Company Name and company website	No. of intern places	Main job duties	Internship Period (minimum 4 weeks) e.g. dd/mm – dd/mm/2016	Monthly Honorarium to intern	Specific Requirements (if any) e.g. area of study / skill / language	Application Deadline	How to apply (Use the MATF application form)  MATF_IN_F2 (Rev1_2016).docx
Alliance Knowledge Management Limited <a href="http://www.alliancealliance.com">www.alliancealliance.com</a>	10	<ul style="list-style-type: none"> <li>To conduct research on aviation-related regulations (e.g. RAR, DGA, ACC3, IATA, etc); and</li> <li>To conduct research on aviation security on warehousing and transportation, and the logistics industry in Hong Kong</li> </ul>	1/6/2016 – 31/8/2016	HK\$7,500 or above	Applicant should study Supply Chain / Logistics Management / Business Administration disciplines.	31/5/2016	By email to <a href="mailto:acc@alliancealliance.com">acc@alliancealliance.com</a> with MATF application form and resume containing expected salary
Asia Airfreight Terminal Co. Ltd. <a href="http://www.aat.com.hk/">http://www.aat.com.hk/</a>	1	<u>Finance Department (Reference number: SI-FIN-E)</u> <ul style="list-style-type: none"> <li>To coordinate and prepare the documentation in accordance with workflow changes;</li> <li>To perform data validation; and</li> <li>To assist in handling ad hoc special projects or assignments</li> </ul>	4/7/2016 – 31/8/2016 (2 months)	HK\$7,000	Applicant should <ol style="list-style-type: none"> <li>study in Higher Diploma / Associate Degree / Degree programmes in Accountancy / Finance / Computing / other related disciplines;</li> <li>have good command of spoken and written English and Chinese;</li> <li>have solid MS Office knowledge, especially in Excel; and</li> <li>be energetic and detail-minded.</li> </ol>	31/05/2016	Applicants should send their full resume with reference number: <ol style="list-style-type: none"> <li>by post to Human Resources Department, Asia Airfreight Terminal Co. Ltd., 10 Chun Ping Road, Hong Kong International Airport, Lantau, Hong Kong;</li> <li>by fax at 2286 0374; or</li> <li>by email to <a href="mailto:hrd_aat@aat.com.hk">hrd_aat@aat.com.hk</a>.</li> </ol>
	1	<u>Human Resources Department (Reference number: SI-HRD-E)</u> <ul style="list-style-type: none"> <li>To assist in data analysis, preparation of reports and records tracking;</li> <li>To perform data validation; and</li> <li>To assist in handling ad hoc special projects or assignments</li> </ul>			Applicant should <ol style="list-style-type: none"> <li>study in Higher Diploma / Associate Degree / Degree programmes;</li> <li>have good command of spoken and written English and Chinese;</li> <li>be proficient in MS Applications, especially in Excel; and</li> <li>have good interpersonal and communication skills.</li> </ol>		
	1	<u>Marketing Department (Reference number: SI-SMD-E)</u> <ul style="list-style-type: none"> <li>To support daily marketing administration, vendor agreement arrangement and purchasing request;</li> <li>To support marketing communications, such as website maintenance, events and external publications;</li> <li>To arrange and support customer events and meeting logistics; and</li> <li>To collect marketing intelligence and routine reports</li> </ul>			Applicant should <ol style="list-style-type: none"> <li>study in Higher Diploma / Associate Degree / Degree programmes;</li> <li>have good command of spoken and written English and Chinese;</li> <li>have solid MS Office knowledge in Word, Excel and PowerPoint; and</li> <li>be good at project coordination with organisation abilities</li> </ol>		

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Cathay Pacific Services Limited	35	Depending on the department to be attached, interns may be deployed to one of the following sectors based on their academic strengths and personal attributes: Engineering / Logistics (e.g. terminal operation) / Information Management / Quality Assurance / Planning / Commercial / Training / Personnel, etc.	May 2016 to Aug 2016 (3 to 4 months)	NA	NA	31/5/2016	By email to <a href="mailto:recruitment@cpsl.com.hk">recruitment@cpsl.com.hk</a> with confidential resume
CN Logistics Limited	2	<u>Finance &amp; Administration</u> <ul style="list-style-type: none"> <li>To support finance and administration department in Airfreight office;</li> <li>To support daily accounting duties;</li> <li>To perform general administration duties; and</li> <li>To perform other duties as assigned</li> </ul>	1/7/2016 – 31/8/2016	HK\$8,000	Applicant should: <ol style="list-style-type: none"> <li>study Business Administration / Accounting disciplines; and</li> <li>have knowledge in MS Office and be excellent in MS Excel.</li> </ol>	1/6/2016	By email to <a href="mailto:career@cnlogistics.com.hk">career@cnlogistics.com.hk</a> with cover letter, detailed resume and MATF application form
	2	<u>Import &amp; Warehouse Logistics</u> <ul style="list-style-type: none"> <li>To support Airfreight - Import department;</li> <li>To support warehouse operation flow; and</li> <li>To handle shipping documents, data entry, reporting and filing</li> </ul>	1/7/2016 – 31/8/2016		Applicant should: <ol style="list-style-type: none"> <li>study Supply Chain Management / Shipping / Logistics disciplines; and</li> <li>have knowledge in MS Office.</li> </ol>		
	2	<u>Export &amp; Warehouse Logistics</u> <ul style="list-style-type: none"> <li>To support Airfreight - Export department;</li> <li>To support warehouse operation flow; and</li> <li>To handle shipping documents, data entry, reporting and filing</li> </ul>	1/7/2016 – 31/8/2016		Applicant should: <ol style="list-style-type: none"> <li>study supply Chain Management / Shipping / Logistics disciplines; and</li> <li>have knowledge in MS Office.</li> </ol>		
DHL Global Forwarding (HK) Limited <a href="http://www.dhl.com">www.dhl.com</a>	10	<ul style="list-style-type: none"> <li>To support daily operation, including data input, data verification and documentation preparation;</li> <li>To handle export &amp; import freight shipment;</li> <li>To support in team projects; and</li> <li>To handle general telephone enquiries</li> </ul>	Jul 2016 – Aug 2016 (2 months)	HK\$6,500 – HK\$7,000	Applicant should major in logistics/ supply chain management.	17/6/2016	<ol style="list-style-type: none"> <li>By email to <a href="mailto:dgf_recruit.hk@dhl.com">dgf_recruit.hk@dhl.com</a>; or</li> <li>By post to Human Resources Department L23, Tower 1, Kowloon Commerce Centre, No. 51 Kwai Cheong Road, Kwai Chung, New Territories, Hong Kong</li> </ol>
Hong Kong Airlines <a href="http://www.hongkongairlines.com/zh_HK/homepage">http://www.hongkongairlines.com/zh_HK/homepage</a>	1	<u>Human Resources &amp; Administration Department</u> To assist in Organization & Employee Development Team	Jul 2016 – Aug 2016	HK\$8,000 per month	Applicant should: <ol style="list-style-type: none"> <li>be current student pursuing bachelor's degree in related disciplines;</li> <li>be detail oriented; and</li> <li>possess excellent command of written and spoken Cantonese, English and Mandarin.</li> </ol>	by the end of May 2016	By email to <a href="mailto:recruit.hr@hkairlines.com">recruit.hr@hkairlines.com</a> with MATF application form
	2	<u>Human Resources &amp; Administration Department</u> To assist in HR Shared Services Team					
	2	<u>Service Delivery Department</u> To assist in Service Delivery Department and understand its operation					

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	2	<u>Engineering Department</u> To assist in Engineering Department and understand its operation					
	2	<u>Ground Operations Department</u> To assist in Ground Operations Department and understand its operation					
	2	<u>Flight Operations Department</u> To assist in Flight Operations Department and understand its operation					
	3	<u>Commercial Department</u> To assist in Branding Team and understand its operations					
	2	<u>Commercial Department</u> To assist in Product Development Team and understand its operations					
Hong Kong Aviation Ground Services Limited (HAGSL)  <a href="http://www.hongkongairlines.com/zh_HK/homepage">http://www.hongkongairlines.com/zh_HK/homepage</a>	22	To assist in HAGSL (wholly-owned subsidiary of Hong Kong Airlines) and understand its ground operations	Jul 2016 – Aug 2016	HK\$8,000 per month	Applicant should: 1. be current student pursuing bachelor's degree in related disciplines; 2. be detail oriented; and 3. possess excellent command of written and spoken Cantonese, English and Mandarin.	by the end of May 2016	By email to <a href="mailto:recruit.hr@hkairlines.com">recruit.hr@hkairlines.com</a> with MATF application form
Hong Kong Airport Services Limited  <a href="http://www.has.com.hk">www.has.com.hk</a>	13	<u>Ramp Services / Load Control</u> <ul style="list-style-type: none"> <li>To supervise the loading/ unloading of aircraft according to loading instructions;</li> <li>To calculate aircraft weight &amp; balance and prepare loading instruction; and</li> <li>To assist other duties or project assigned by supervisor</li> </ul>	Jun 2016 – Aug 2016 (2 to 3 months)	Around HK\$6,000 per month	Applicant should study in related disciplines.	30/4/2016	1. By email to <a href="mailto:recruitment@has.com.hk">recruitment@has.com.hk</a> ; 2. By post to Personnel & Administration Department, Hong Kong Airport Services Limited, 4/F, Dragonair House, 11 Tung Fai Road, Hong Kong International Airport, Lantau, Hong Kong; or 3. By fax to 2928 3170
16	<u>Passenger Services</u> <ul style="list-style-type: none"> <li>To provide efficient and courteous check-in services to passengers in order to achieve on time flight departure; and</li> <li>To handle passengers at boarding and arrival gates efficiently</li> </ul>			Applicant should: 1. study in related disciplines; and 2. be proficient in English, Chinese and Mandarin.			
6	<u>Personnel or Training</u> <ul style="list-style-type: none"> <li>To provide logistic/ clerical support and participate in recruitment activities; and</li> <li>To provide administrative support in training programme</li> </ul>			Applicant should: 1. study in related disciplines; and 2. be proficient in MS Office.			

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	6	<u>Management Information System</u> <ul style="list-style-type: none"> <li>To assist in network infrastructure administration and documentation; and</li> <li>To assist in various system and application projects</li> </ul>			Applicant should: <ol style="list-style-type: none"> <li>study in related disciplines;</li> <li>have experience in MS Windows, MS Office, PC and network installation;</li> <li>have others knowledge in PHP, Java script (C# is highly preferable); and</li> <li>be proficient in English and Chinese.</li> </ol>		
Hong Kong Express  <a href="http://www.hkexpress.com/">http://www.hkexpress.com/</a>	8	Depending on the Department to be attached, interns may be deployed to Operations - Cabin Services; Commercial – Asia Pacific & Ancillary Revenue / Customer Relations / Marketing; Finance; and Talent & Innovation. Interns may participate in various department projects and provide administrative supports for daily operations	mid-Jun 2016 – mid-Aug 2016	HK\$8,000	Applicant should: <ol style="list-style-type: none"> <li>study a degree programme and major in Aviation / Business / Marketing / Finance / Accounting / Human Resources / Information Technology or related disciplines;</li> <li>have good written and spoken communication skills in English and Chinese; and</li> <li>have good PC knowledge.</li> </ol>	30/5/2016	Please submit application online at <a href="http://careers.hkexpress.com/768/cw/en/listing">http://careers.hkexpress.com/768/cw/en/listing</a> (Position: Summer Intern - Maritime and Aviation Internship Programme)
Jardine Airport Services Ltd  <a href="http://www.jasg.com">http://www.jasg.com</a>	8	<u>Passenger Services</u> <ul style="list-style-type: none"> <li>To meet arrival passengers and perform boarding process at departure gate;</li> <li>To perform check-in supporting duties at check-in counter;</li> <li>To answer phone calls enquiries at Flight Enquiry Centre; and</li> <li>To assist passengers on baggage retrieval at the baggage reclaim belt, enquiry desk and lost and found office</li> </ul>	30/5/2016 – 28/8/2016	HK\$50 per hour	Applicant should have good spoken English, Cantonese and Putonghua and be willing to work on shift duties. Certificate or Diploma in aviation, tourism and hospitality management is an advantage.	20/5/2016	Please apply via website at <a href="http://www.jasg.com">http://www.jasg.com</a> .
	2	<u>Manpower Planning</u> <ul style="list-style-type: none"> <li>To assist Manpower Planning Team to relay real time tasks changes information to frontline staff</li> </ul>	1/6/2016 – 31/8/2016	HK\$45 per hour	Applicant should be willing to work on shift duties.	24/5/2016	
	1	<u>Human Resources Department</u> <ul style="list-style-type: none"> <li>To perform administrative duties e.g. data entries, schedule interview; and</li> <li>To verify payment data</li> </ul>	1/6/2016 – 31/8/2016	HK\$8,000	Applicant should have knowledge in MS Word, Excel and PowerPoint.	24/5/2016	
	1	<u>Learning &amp; Development</u> <ul style="list-style-type: none"> <li>To perform clerical work and data entries</li> </ul>	16/5/2016 – 14/8/2016	HK\$8,000	Applicant should have knowledge in MS Word, Excel and PowerPoint.	13/5/2016	
	3	<u>Ramp &amp; Cargo Admin</u> <ul style="list-style-type: none"> <li>To perform clerical and administrative work and data entries</li> </ul>	1/6/2016 – 31/8/2016	HK\$8,000	Applicant should have knowledge in MS Word and Excel.	24/5/2016	
	1	<u>Corporate Communications</u>	16/5/2016 – 14/8/2016	HK\$8,000	Applicant should:	13/5/2016	

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		<ul style="list-style-type: none"> <li>To proofread marketing materials e.g. internal e-news articles, external e-news flyers, poster copy;</li> <li>To write internal e-news articles; and</li> <li>To assist logistics of games for staff e.g. set-up</li> </ul>			<ol style="list-style-type: none"> <li>study translation / English / journalism; and</li> <li>be Chinese native with excellent English level.</li> </ol>		
	1	<u>Quality Assurance</u> <ul style="list-style-type: none"> <li>To perform clerical and administrative work and data entries</li> </ul>	1/6/2016 – 31/8/2016	HK\$8,000	Applicant should have knowledge in MS Word and Excel.	24/5/2016	
	4	<u>Finance, Procurement &amp; Risk Management</u> <ul style="list-style-type: none"> <li>To perform clerical and administrative work and data entries</li> </ul>	1/6/2016 – 31/8/2016	HK\$8,000	Applicant should have knowledge in MS Word and Excel.	24/5/2016	
Kintetsu World Express (HK) Limited <a href="http://www.kwe.com">www.kwe.com</a>	4	To assist in daily export airfreight operations, data entry, documentation issuance, invoicing, export declaration, e-filing and other supportive / administrative duties	May 2016 to Aug 2016	HK\$7,000 - HK\$8,000	Applicant should: <ul style="list-style-type: none"> <li>have good command of both written and spoken English and Chinese; and</li> <li>be proficient in MS Office applications, including Excel and Word.</li> </ul>	NA	By email to <a href="mailto:kwehkg.recruit@kwe.com">kwehkg.recruit@kwe.com</a> with a covering letter and resume
SATS HK Limited <a href="http://www.sats.com.sg">www.sats.com.sg</a>	15	<u>Summer Customer Services Agent</u> <ul style="list-style-type: none"> <li>To assist in check-in counter, baggage belts, gate duties and meet-and-greet passengers to provide good travelling experience</li> </ul>	23/5/2016 – 28/8/2016	HK\$7,400 plus OT Allowance and Monthly Performance Bonus	Applicant should: <ul style="list-style-type: none"> <li>be tertiary educated; and</li> <li>have good command of spoken Cantonese and English.</li> </ul>	13/5/2016	By email to <a href="mailto:satshk_recruit@sats.com.sg">satshk_recruit@sats.com.sg</a>
	8	<u>Summer Administrative Assistant</u> <ul style="list-style-type: none"> <li>To assist in corporate or operation unit for providing day-to-day clerical duties</li> </ul>	1/6/2016 - 31/8/2016	HK\$8,000			
Supply Chain Security Association Limited <a href="http://www.scsasecurity.org">http://www.scsasecurity.org</a>	10	<ul style="list-style-type: none"> <li>To study regulations in supply chain industry;</li> <li>To conduct industrial research on supply chain and logistics projects regarding warehousing and transportation; and</li> <li>To prepare training course materials, research and report preparation</li> </ul>	1/6/2016 – 31/8/2016	HK\$7,500 or above	Applicant should study Supply Chain / Logistics Management / Business Administration.	31/5/2016	By email to <a href="mailto:info@scsasecurity.org">info@scsasecurity.org</a> with MATF application form and resume containing expected salary.
Worldwide Flight Services Holding S.H.	1	<u>Guest Services Officer</u> <ul style="list-style-type: none"> <li>To provide meet &amp; greet services to VIPs in Hong Kong International Airport</li> </ul>	Jun 2016 – Aug 2016	HK\$10,600	Applicant should: <ul style="list-style-type: none"> <li>be Higher Diploma students; and</li> <li>have fluent English and Cantonese.</li> </ul>	mid-May 2016	By email to <a href="mailto:vchu@worldwideflight.com.hk">vchu@worldwideflight.com.hk</a>

Aviation-related companies with <i>intern applications closed</i>							
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Airport Authority Hong Kong (AAHK) <a href="http://www.hongkongairport.com">http://www.hongkongairport.com</a>	2	<ul style="list-style-type: none"> <li>To assist in the daily operation of a specialised airport operations and automation project, with tasks including project coordination, liaison with project members, data entry and analysis and follow-up of meeting deliverables</li> </ul>	20/6/2016 – 12/8/2016	HK\$325.00 per working day	Applicant should: <ul style="list-style-type: none"> <li>be students studying an undergraduate programme in any disciplines; and</li> <li>have good analytical skills.</li> </ul>	Closed	By online application on AAHK's website
	2	<ul style="list-style-type: none"> <li>To engage in performance measurement of licensees and review survey design; and</li> <li>To assist in organising and establishing a data analysis mechanism on airfield incident review process</li> </ul>			Applicant should: <ul style="list-style-type: none"> <li>be students studying an undergraduate programme in Industrial Engineering / Quantitative Analysis / Computer Science;</li> <li>have strong numerical sense; and</li> <li>enjoy working outdoor</li> </ul>	Closed	
	1	<ul style="list-style-type: none"> <li>To assist in daily operation of car park management and car park projects implementation; and</li> <li>To perform data entry and analysis</li> </ul>			Applicant should: <ul style="list-style-type: none"> <li>be students studying an undergraduate programme in Engineering / Transport / Computer / Logistics or related disciplines.</li> </ul>	Closed	
	1	<ul style="list-style-type: none"> <li>To assist in reviewing training materials for operational duties; and</li> <li>To provide support in the development of safety promotion materials</li> </ul>			Applicant should: <ul style="list-style-type: none"> <li>be students studying an undergraduate programme in Engineering / Transport / Logistics or related disciplines.</li> </ul>	Closed	
	1	<ul style="list-style-type: none"> <li>To work for the team that coordinates and monitors the performance of certain external service contractors; and</li> <li>To inspect the availability of equipment/materials against the service contract and monitor the overall contractual compliance</li> </ul>			Applicant should: <ul style="list-style-type: none"> <li>be students studying an undergraduate programme in any discipline; and</li> <li>be strong in problem solving.</li> </ul>	Closed	
	1	<ul style="list-style-type: none"> <li>To assist in reviewing the existing work process of certain incident plan in airport operations;</li> <li>To design and develop a regular maintenance checklist and a filing system</li> </ul>			Applicant should be students studying an undergraduate programme in Business / Aviation / Airport Operations Management or related disciplines.	Closed	
	1	<ul style="list-style-type: none"> <li>To perform data entry and analysis of a safety management system; and</li> <li>To provide support to the quarterly safety promotion campaign</li> </ul>			Applicant should be students studying an undergraduate programme in any discipline.	Closed	

Aviation-related companies with *intern applications closed*

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Airport Authority Hong Kong  <a href="http://www.hongkongairport.com">http://www.hongkongairport.com</a>	4	<ul style="list-style-type: none"> <li>To take part in one of the following projects/initiatives:                             <ol style="list-style-type: none"> <li>benchmarking and study of worldwide airports' mobile apps project; or</li> <li>passenger surveys on a system platform</li> </ol> </li> </ul>			Applicant should: <ul style="list-style-type: none"> <li>be students studying an undergraduate programme in Communication / Computing, Statistics / Design or related disciplines; and</li> <li>be strong in computing and analytical skills.</li> </ul>	Closed	
	1	<ul style="list-style-type: none"> <li>To engage in performance audit and compile performance audit reports of the franchisees; and</li> <li>To review performance audit procedures</li> </ul>			Applicant should be students studying an undergraduate programme in Business / Operational Management / Engineering or related disciplines.	Closed	
	1	<ul style="list-style-type: none"> <li>To assist in reviewing the end-to-end supply logistics of aviation fuel to Hong Kong International Airport (HKIA); and</li> <li>To conduct market research</li> </ul>			Applicant should be students studying an undergraduate programme in Engineering / Logistics / Supply Chain Management or related disciplines.	Closed	
	3	<ul style="list-style-type: none"> <li>To engage in the summer promotion and event management;</li> <li>To conduct retail market survey; and</li> <li>To perform site inspection in terminals</li> </ul>			Applicant should be students studying an undergraduate programme in Business Administration / Marketing / New Media / Communication or related disciplines.	Closed	
	1	<ul style="list-style-type: none"> <li>To assist in data collection and verification in development/facilities planning paper or proposal; and</li> <li>To carry out field survey at terminals and/or airside and consolidate findings.</li> </ul>			Applicant should be students studying an undergraduate programme in Science / Engineering or related disciplines.	Closed	
	1	<ul style="list-style-type: none"> <li>To conduct global/regional airport development research; and</li> <li>To organise findings and make presentation on the findings</li> </ul>			Applicant should: <ul style="list-style-type: none"> <li>be students studying an undergraduate programme in Economics or related disciplines; and</li> <li>have basic understanding on business research.</li> </ul>	Closed	
	2	<ul style="list-style-type: none"> <li>To research on other airports' sustainability plan/strategy; and</li> <li>To conduct research work on environmental aspects</li> </ul>			Applicant should be students studying an undergraduate programme in disciplines related to sustainability / environment / community development / media / communications or public affairs.	Closed	
	2	<ul style="list-style-type: none"> <li>To assist in the site trial of an aviation related electronic system; and</li> <li>To engage in site survey of communication rooms for a system replacement project</li> </ul>			Applicant should be students studying an undergraduate programme in Electronic / IT or related disciplines.	Closed	

Aviation-related companies with <i>intern applications closed</i>							
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	2	<ul style="list-style-type: none"> <li>To assist in the webpage design and content update for career section in the corporate website; and</li> <li>To participate in cultural promotion activities and work process improvement project</li> </ul>			Applicant should be students studying an undergraduate programme in Human Resources / Business Administration or related disciplines.	Closed	
	1	<ul style="list-style-type: none"> <li>To support in the recruitment cycle; and</li> <li>To participate in projects relating to the enhancement of existing HR processes/systems/practices</li> </ul>			Applicant should be students studying an undergraduate programme in Human Resources / Business Administration or related disciplines.	Closed	
	1	<ul style="list-style-type: none"> <li>To participate in the infrastructure design process of a development project; and</li> <li>To conduct market research and benchmarking study on property development</li> </ul>			Applicant should be students studying an undergraduate programme in Surveying / Engineering / Architecture / Real Estate or related disciplines.	Closed	
	1	<ul style="list-style-type: none"> <li>To assist in stakeholder engagement activities</li> </ul>			Applicant should be students studying an undergraduate programme in disciplines related to environmental aspects.	Closed	
	2	<ul style="list-style-type: none"> <li>To engage in the System Detailed Design</li> </ul>			Applicant should be students studying an undergraduate programme in Civil or Structural Engineering.	Closed	
	1	<ul style="list-style-type: none"> <li>To engage in system-related ground investigation projects</li> </ul>			Applicant should be students studying an undergraduate programme in Engineering or related disciplines.	Closed	
	3	<ul style="list-style-type: none"> <li>To assist in conducting research/studies related to big data and knowledge management systems.</li> </ul>			Applicant should be students studying an undergraduate programme in Computer engineering or related discipline.	Closed	By application via university
	1	<ul style="list-style-type: none"> <li>To assist different procurement teams to handle procurement activities;</li> <li>To assist the Office Administrator to manage general office duties;</li> <li>To assist the Purchasing Card Administrator to manage Purchasing Card programme</li> </ul>			Applicant should be students studying a Higher Diploma programme in Global Purchasing and Supply Management at Kwai Chung IVE.	Closed	By application via IVE
	1	<ul style="list-style-type: none"> <li>To maintain the Oracle Financial System data;</li> <li>To engage in accounts receivable and payable routine operations; and</li> <li>To conduct other management, financial and project accounting analysis</li> </ul>			Applicant should possess accounting / business knowledge	Closed	Application via Hong Kong Institute of Certified Public Accounts (HKICPA)



Aviation-related companies with <i>intern applications closed</i>							
Company Name and company website	No. of intern places	Main job duties	Internship Period (minimum 4 weeks) e.g. dd/mm – dd/mm/2016	Monthly Honorarium to intern	Specific Requirements (if any) e.g. area of study / skill / language	Application Deadline	How to apply (Use the MATF application form)
	1	<ul style="list-style-type: none"> <li>To assist in legal research;</li> <li>To assist in helping legal personnel to give legal advice;</li> <li>To assist legal personnel to do drafting</li> </ul>			Applicant should be legal students in their first year of study or above.	Closed	Application via university
	30	<ul style="list-style-type: none"> <li>To assist in the daily operation of the airport</li> </ul>			Applicant should be students studying Diploma programmes at IVE..	Closed	Application via IVE
Cathay Pacific Airways Limited <a href="http://www.cathaypacific.com/">http://www.cathaypacific.com/</a>	Around 16	Short term projects that include analysing business challenges plans or business activities, acquiring new (professional) knowledge and skills	8 weeks	HK\$7,000	Applicant should: <ol style="list-style-type: none"> <li>have the right of abode in Hong Kong;</li> <li>have an HKIE ACE recognised or Washington Accord accredited degree;</li> <li>be proficient in both written and spoken English and Chinese</li> <li>have strong analytical and problem-solving skills;</li> <li>have excellent interpersonal and team-leading abilities; and have creativity and strategic thinking.</li> </ol>	Closed	NA
Hong Kong Aircraft Engineering Company Limited (HAECO) <a href="http://www.haeco.com/">http://www.haeco.com/</a>	11	To assist the following departments in completing the assigned projects: <ul style="list-style-type: none"> <li>Airframe Services</li> <li>Component Overhaul</li> <li>Environmental Protection and Health &amp; Safety</li> <li>Finance</li> <li>Technical Services</li> <li>Material Management</li> <li>Procurement</li> </ul>	Jun 2016 – Aug 2016	HK\$6,000	Applicant should study Engineering / Statistics / Production Management / Energy / Environment / Sustainability Development / Accounting and Finance / Supply Chain Management / Purchasing or Logistics / Commercial / IT / Industrial Engineering / Electronics / Electrical and Mechanical Engineering disciplines.	Closed	Please refer to <a href="http://www.haeco.com/">http://www.haeco.com/</a> for details.
John Swire & Sons (H.K.) Ltd.	20-25	Please visit our website ( <a href="http://www.swire.com/mt">www.swire.com/mt</a> ) for more details.	Jul 2016 to Aug 2016 (7 weeks)	Market rate	Please visit our website ( <a href="http://www.swire.com/mt">www.swire.com/mt</a> ) for more details.	Closed	NA