



Maritime and Aviation Training Fund
Maritime and Aviation Internship Scheme (Aviation)
Aviation-related Internship Places (2019)

*Updated as at
19 June 2019*

Company name and company website	No. of intern places	Main job duties	Internship period (minimum 4 weeks) e.g. dd/mm – dd/mm/2019	Monthly honorarium to intern (HK\$)	Specific requirements (if any) e.g. area of study/ skill / language	Application deadline	How to apply (Use the MATF application form)
Cathay Pacific Airways Limited http://www.cathaypacif.com	Around 60	To expose to the latest technologies and contribute to major projects or our many operational challenges, and to make a visible impact on airline operations and on the quality experience that we deliver to customers.	7 weeks (Around Jun – Aug 2019 for Summer Intern) 7 weeks (Around Dec 2019 – Feb 2020 for Winter Intern)	\$7,500	<ul style="list-style-type: none"> • Right of abode in Hong Kong • Bachelor’s degree/ An HKIE ACE recognised or Washington Accord accredited degree • A high standard of written and spoken English (fluency in Cantonese is advantageous) • Adaptable to cope with a dynamic, diversified and multi-cultural working environment • Business acumen and excellent analytical skills • High learning agility, good initiator and passion to succeed 	TBC Please refer to the job ad in career site.	Please visit: https://jobs.cathaypacif.com
China Aircraft Services Limited www.casl.com.hk	1	<ul style="list-style-type: none"> • Assist in reviewing Procedure Manual for Safety and Quality Control Department • Provide support in Root Cause Analysis of Aircraft Maintenance Incident Investigation 	Jul – Sep 2019 (8 weeks)	\$320 per day	Aviation Engineering	30/06/2019	By email: recruitment@casl.com.hk

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CN Logistics Ltd. www.cnlogistics.com.hk	1	Finance & Administration <ul style="list-style-type: none"> To support finance and administration department in Airfreight office To support daily accounting duties To perform general administration duties Other duties as assigned 	17/06 – 31/08/2019	\$8,500	<ul style="list-style-type: none"> Business Administration / Accounting; Knowledge in MS Office skills. 	10/06/2019	For interested parties, please apply with a cover letter, detailed resume and the MATF from to career@cnlogistics.com.hk
CN Logistics Ltd. www.cnlogistics.com.hk	3	Operations & Warehouse Logistics <ul style="list-style-type: none"> To support Warehouse operation flow, Airfreight Import/Export Operations To handle shipping documents, data entry, reporting and filing 	02/07 – 30/08/2019	\$8,500	<ul style="list-style-type: none"> Supply Chain Management / Aviation/Shipping / Logistics; Knowledge in MS Office skills 	30/06/2019	For interested parties, please apply with a cover letter, detailed resume and the MATF from to career@cnlogistics.com.hk
Expeditors Hong Kong Limited www.expeditors.com	8	Air Division <ul style="list-style-type: none"> To handle document collection and distribution in accordance with our operations procedure and customers' requirement To be responsible for order taking and pick up arrangements To monitor the filing system and computerized database 	01/06 – 31/08/2019	\$57/hr (~approx. \$8,500-\$10,000 per month)	Applicant should <ol style="list-style-type: none"> Study in Higher Diploma/ Associate Degree / Degree programmes (non-final year students); Secondary Six School leavers will also be considered; Have good command of spoken and written English Working location at Chek Lap Kok Standard working hour: 9:00-18:00 (Mon to Fri) 	Mid-Jun 2019	By email to hkgpersonnel@expeditors.com with MATF application form

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Expeditors Hong Kong Limited www.expeditors.com	3	Distribution Services (Chek Lap Kok) <ul style="list-style-type: none"> • To handle document collection and distribution in accordance with our operations procedure and customers' requirement • To be responsible for order taking and pick up arrangements • To monitor the filing system and computerized database 	01/06 – 31/08/2019	\$57/hr (~approx. \$8,500-\$10,000 per month)	Applicant should <ol style="list-style-type: none"> (1) Study in Higher Diploma/ Associate Degree / Degree programmes (non-final year students); (2) Secondary Six School leavers will also be considered; (3) Have good command of spoken and written English (4) Working location at Chek Lap Kok (5) Working hour: 9:00-18:00 (Mon to Fri) 	Mid-Jun 2019	By email to hkgpersonnel@expeditors.com with MATF application form
Expeditors Hong Kong Limited www.expeditors.com	2	Distribution Services (Tuen Mun) <ul style="list-style-type: none"> • To handle document collection and distribution in accordance with our operations procedure and customers' requirement • To be responsible for order taking and pick up arrangements • To monitor the filing system and computerized database 	01/06 – 31/08/2019	\$52/hr (~approx. \$8,000-\$9,000 per month)	Applicant should <ol style="list-style-type: none"> (1) Study in Higher Diploma/ Associate Degree / Degree programmes (non-final year students); (2) Secondary Six School leavers will also be considered; (3) Have good command of spoken and written English (4) Working location at Tuen Mun (5) Standard working hour: 9:00-18:00 (Mon to Fri) 	Mid-Jun 2019	By email to hkgpersonnel@expeditors.com with MATF application form


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Expeditors Hong Kong Limited www.expeditors.com	3	Accounting / Administration Department <ul style="list-style-type: none"> To prepare data input, validation and filing duties To provide clerical support to the Department To check billings from vendors 	01/06 – 31/08/2019	\$52/hr (~approx. \$8,000- \$9,000 per month)	Applicant should (1) Study in Higher Diploma/ Associate Degree / Degree programmes (non-final year students); (2) Secondary Six School leavers will also be considered; (3) Have good command of spoken and written English (4) Working location at Kowloon Bay (5) Standard working hour: 9:00-18:00 (Mon to Fri)	Mid-Jun 2019	By email to hkgpersonnel@expeditors.com with MATF application form
Hongkong Association of Freight Forwarding & Logistics Ltd. www.haffa.com.hk	1	Perform support and administrative functions to the Secretariat Office including but not limited to the Filing & Scanning, Annual Luncheon preparation, Member Directory publication	16/07 – 30/09/2019 (2 months)	\$8,500	<ul style="list-style-type: none"> non-final year undergraduates preferably in Business Administration/ Logistics / Supply Chain Management /Aviation or related discipline Good command of written and spoken English and Chinese Knowledge in MS Office skills 	26/07/2019	By email to recruit@haffa.com.hk with resume
Hong Kong Aviation Ground Services Limited http://www.hagsl.com/index.php/en/	65	Customer Services Officer Providing passenger services at check-in counter, flight information desk, arrival / transit hall and boarding gate, understanding the needs of passengers, replying and solving passengers' enquiries, queue management, excess baggage collection and other services operations	Between 17/06 – 31/08/2019	\$8,000	<ul style="list-style-type: none"> Higher Diploma level or above Interesting in airport operations and customer service field; Good command of spoken English and Cantonese, and Mandarin; 	Before 17/06/2019	By email to hr.recruit@hagsl.com with MATF application form.

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Hong Kong International Aviation Leasing Company Limited http://www.leasinghk.com/	1	Assist to Supervisors/Managers for administration work related to aircraft industry	20/06 – 19/09/2019	\$9,000	<ul style="list-style-type: none"> • Good computer skill – Typing, Word, Excel, PPT; • Fluent English, Putonghua & Cantonese 	31/07/2019	Use the MATF application form for submission to the job advertisement on Jobsdb or Universities' websites.
Hong Kong International Aviation Leasing Company Limited http://www.leasinghk.com/	1	Assist to Supervisors/Managers in Finance Department for accounting and finance work related to aircraft industry	20/06 – 19/09/2019	\$9,000	<ul style="list-style-type: none"> • Knowledge in accounting and finance; • Good computer skill – Typing, Word, Excel, PPT; • Fluent English, Putonghua & Cantonese 	31/07/2019	Use the MATF application form for submission to the job advertisement on Jobsdb or Universities' websites.
Kintetsu World Express (HK) Limited www.kwehkg.com.hk	4	<ul style="list-style-type: none"> • Assist in daily operations • Support administrative functions and maintain filing system • Perform other supportive ad hoc duties as assigned 	May – Aug 2019 (2 months)	\$8,000 - \$9,000	<ul style="list-style-type: none"> • Secondary six graduates or above, preferably non-final year undergraduates in Business Administration, Aviation, Logistics, Supply Chain Management or other related disciplines • Responsible and mature with good interpersonal and communication skills • Good command of English and Chinese in both written and spoken forms • Proficient in office applications 	15/07/2019	By email to kwehkg.recruit@kwe.com with a covering letter and resume

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SATS HK Limited www.satshk.com	50	Responsible for the operation of the Passenger Services Department on day-to-day basis, including check-in, pre-departure, arrival services & ticketing services Provide lounge services and handle customer enquires	24/06 - 31/08/2019	\$200/work day & \$100/training day (For IVE & Lingnan's Placement) \$7,400/month (For All Others)	<ul style="list-style-type: none"> • Secondary 6 or above • Fluent spoken English, Cantonese & Mandarin 	14/06/2019	By email to: SATSHK_RECRUIT@satshk.com (Subject: Summer Intern - CS) Or walk in interview at: <u>Room 6T016, Airline Offices, Floor 6, Terminal 1, HK International Airport, Lantau, Hong Kong</u>
SATS HK Limited www.satshk.com	2	Responsible for daily HR issues and relative administrative work in recruitment and C&B	24/06 - 31/08/2019	\$8,000	<ul style="list-style-type: none"> • Associate or Above • Fluent spoken English, Cantonese & Mandarin 	14/06/2019	By email to: SATSHK_RECRUIT@satshk.com (Subject: Summer Intern - HC) Or walk in interview at: <u>Room 6T016, Airline Offices, Floor 6, Terminal 1, HK International Airport, Lantau, Hong Kong</u>
SATS HK Limited www.satshk.com	1	Provide support to Finance Department in handling AC and AR	24/06 - 31/08/2019	\$8,000	<ul style="list-style-type: none"> • Associate or Above • Fluent spoken English, Cantonese & Mandarin 	14/06/2019	By email to: SATSHK_RECRUIT@satshk.com (Subject: Summer Intern - FA) Or walk in interview at: <u>Room 6T016, Airline Offices, Floor 6, Terminal 1, HK International Airport, Lantau, Hong Kong</u>

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SATS HK Limited www.satshk.com	1	<ul style="list-style-type: none"> Responsible for establish and promote maintenance of safe and healthy working conditions Assist in implement, monitor and review the health and safety program to comply with OSH and company standards in Hong Kong 	24/06 - 31/08/2019	\$8,000	<ul style="list-style-type: none"> Associate or Above Fluent spoken English, Cantonese & Mandarin 	14/06/2019	By email to: SATSHK_RECRUIT@satshk.com (Subject: Summer Intern - SF) Or walk in interview at: <u>Room 6T016, Airline Offices, Floor 6, Terminal 1, HK International Airport, Lantau, Hong Kong</u>
SATS HK Limited www.satshk.com	1	Assist in carrying out marketing initiatives and projects	24/06 - 31/08/2019	\$8,000	<ul style="list-style-type: none"> Associate or Above Fluent spoken English, Cantonese & Mandarin 	14/06/2019	By email to: SATSHK_RECRUIT@satshk.com (Subject: Summer Intern - MK) Or walk in interview at: <u>Room 6T016, Airline Offices, Floor 6, Terminal 1, HK International Airport, Lantau, Hong Kong</u>
SATS HK Limited www.satshk.com	20	Responsible for the operation of the Baggage Service Department on day to day basis, including lost & found services	24/06 - 31/08/2019	\$200/work day & \$100/trainin g day (For IVE & Lingnan's Placement) \$7,400/mont h (For All Others)	<ul style="list-style-type: none"> Secondary 6 or above Fluent spoken English, Cantonese & Mandarin 	14/06/2019	By email to: SATSHK_RECRUIT@satshk.com (Subject: Summer Intern - LF) Or walk in interview at: <u>Room 6T016, Airline Offices, Floor 6, Terminal 1, HK International Airport, Lantau, Hong Kong</u>

Companies whose intern applications have been closed

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A & G Logistics Ltd. www.anghk.com	5	<ul style="list-style-type: none"> Project Management All communication in English. 	01/04 – 30/09/2019	\$60-80/hour	Please refer to attachment  A & G.pdf	31/05/2019	By Email :- kam@anghk.com or send to whatsapp number 852-65112424 in word or PDF format.
Airport Authority Hong Kong http://www.hongkongairport.com/	40	<ul style="list-style-type: none"> Assist in the daily operation of the airport 	Early Jul – Mid Aug 2019	\$360 per working day	<ul style="list-style-type: none"> Diploma students at VTC 	31/05/2019	Application via VTC
Airport Authority Hong Kong http://www.hongkongairport.com/	2	<ul style="list-style-type: none"> Engage in A-CDM development, the fine-tuning phase and the incorporation of Flight Arrival Manager module Assist in various procurement projects relating to efficiency improvement 	17/06 – 09/08/2019	\$360 per working day	<ul style="list-style-type: none"> Undergraduate in Computer Science, Information Technology or other related disciplines 	12/04/2019	Online application on AA website
Airport Authority Hong Kong http://www.hongkongairport.com/	4	<ul style="list-style-type: none"> Support the preparation of Annual Aircraft Crash Exercise 2019 and review on new Ramp Handling License KPI measurement metrics implementation Provide project logistics and analysis support in the development of collaborative ramp management system Support the implementation of GSE Pooling Scheme 	17/06 – 09/08/2019	\$360 per working day	<ul style="list-style-type: none"> Undergraduate in any discipline 	12/04/2019	Online application on AA website

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Airport Authority Hong Kong http://www.hongkongairport.com/	2	<ul style="list-style-type: none"> Conduct surveys or interviews on passengers' departure and arrival profiles Analyse and report the result of surveys or interviews 	17/06 – 09/08/2019	\$360 per working day	<ul style="list-style-type: none"> Undergraduate in Industrial Engineering and Logistics Management or related disciplines 	12/04/2019	Online application on AA website
Airport Authority Hong Kong http://www.hongkongairport.com/	1	<ul style="list-style-type: none"> Conduct data collection and analysis of key airport processes Study on statistical modelling for key processes with data analytic and programming tools 	17/06 – 09/08/2019	\$360 per working day	<ul style="list-style-type: none"> Undergraduate in Statistics, Data Science, Data Analytics, Decision Analytics or Business Analytics 	12/04/2019	Online application on AA website
Airport Authority Hong Kong http://www.hongkongairport.com/	1	<ul style="list-style-type: none"> Support various programmes and activities during the summer peak such as the promotion of Aviation Summer Day Camps and Diploma of Aviation Operations Assist in career or school talks/expos/Academy visits and collaboration with outside parties on cooperation or placement opportunities 	17/06 – 09/08/2019	\$360 per working day	<ul style="list-style-type: none"> Undergraduate in any discipline 	12/04/2019	Online application on AA website
Airport Authority Hong Kong http://www.hongkongairport.com/	1	<ul style="list-style-type: none"> Support various programmes and activities during the summer peak such as the administration of Aviation Summer Day Camps and student recruitment of the new Diploma programme Assist in career or school talks/expos/Academy visits and collaboration with outside parties on cooperation or placement opportunities 	17/06 – 09/08/2019	\$360 per working day	<ul style="list-style-type: none"> Undergraduate in any discipline 	12/04/2019	Online application on AA website

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Airport Authority Hong Kong http://www.hongkongairport.com/	3	<ul style="list-style-type: none"> Engage in reviewing, evaluating and improving the Operation Modeling Tool (OMT) Support AI Assisted Reclaim Carousel Allocation such as to conduct detailed big-data analyses and brainstorm ideas to improve the data engine 	17/06 – 09/08/2019	\$360 per working day	<ul style="list-style-type: none"> Undergraduate in Statistics 	12/04/2019	Online application on AA website
Airport Authority Hong Kong http://www.hongkongairport.com/	1	<ul style="list-style-type: none"> Assist in daily operation for car park management such as monitoring parking contractor's performance, deployment and facility condition and liaise with relevant departments for operational improvement Perform data collection, input and analysis 	17/06 – 09/08/2019	\$360 per working day	<ul style="list-style-type: none"> Undergraduate in any discipline 	12/04/2019	Online application on AA website
Airport Authority Hong Kong http://www.hongkongairport.com/	1	<ul style="list-style-type: none"> Check the data and input required for the Landside Collaborative Decision Making System (LCDM) and Airport-wide Traffic Impact Assessment (TIA) Support to ensure compliance of the user requirements 	17/06 – 09/08/2019	\$360 per working day	<ul style="list-style-type: none"> Undergraduate in any discipline 	12/04/2019	Online application on AA website
Airport Authority Hong Kong http://www.hongkongairport.com/	1	<ul style="list-style-type: none"> Assist in the execution and related logistical arrangements of the survey for the study on transport modes of HKIA users Assist in facility enhancement projects related to bus and taxi operation 	17/06 – 09/08/2019	\$360 per working day	<ul style="list-style-type: none"> Undergraduate in transport, logistics, aviation, engineering, statistics or a similar discipline 	12/04/2019	Online application on AA website

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Airport Authority Hong Kong http://www.hongkongairport.com/	1	<ul style="list-style-type: none"> Streamline the process of performance monitoring for contractor / Licensee Enhance the data processing flow of intermodal related figures 	17/06 – 09/08/2019	\$360 per working day	<ul style="list-style-type: none"> Undergraduate in Computer Science, Information Technology, or other related Business disciplines 	12/04/2019	Online application on AA website
Airport Authority Hong Kong http://www.hongkongairport.com/	1	<ul style="list-style-type: none"> Engage in Terminal 2 decommissioning and Terminal 1 Annex Building operation readiness Support business continuity response during the typhoon season 	17/06 – 09/08/2019	\$360 per working day	<ul style="list-style-type: none"> Undergraduate in Business Administration, Aviation, Airport Operations Management, Risk Management, Business Continuity Planning or related discipline 	12/04/2019	Online application on AA website
Airport Authority Hong Kong http://www.hongkongairport.com/	1	<ul style="list-style-type: none"> Assist in data analysis of the E-Safety Management System and safety assurance programme Engage in safety promotion campaigns Monitor the performance of passenger safety ambassadors 	17/06 – 09/08/2019	\$360 per working day	<ul style="list-style-type: none"> Undergraduate in any discipline 	12/04/2019	Online application on AA website
Airport Authority Hong Kong http://www.hongkongairport.com/	2	<ul style="list-style-type: none"> Engage in security training, drills, exercises and other new projects 	17/06 – 09/08/2019	\$360 per working day	<ul style="list-style-type: none"> Undergraduate in any discipline 	12/04/2019	Online application on AA website
Airport Authority Hong Kong http://www.hongkongairport.com/	2	<ul style="list-style-type: none"> Assist in the implementation of Terminal Collaborative Decision Making system, new releases of mobile app, MyTAG new versions, Chatbot project Conduct surveys and user acceptance tests for various projects 	17/06 – 09/08/2019	\$360 per working day	<ul style="list-style-type: none"> Undergraduate in any discipline 	12/04/2019	Online application on AA website

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Airport Authority Hong Kong http://www.hongkongairport.com/	2	<ul style="list-style-type: none"> Assist the implementation of the various projects such as iCUSS and biometric integration projects, including optimization of processing flow, coordination work, logistic arrangement, conducting survey, user acceptance tests 	17/06 – 09/08/2019	\$360 per working day	<ul style="list-style-type: none"> Undergraduate in any discipline 	12/04/2019	Online application on AA website
Airport Authority Hong Kong http://www.hongkongairport.com/	1	<ul style="list-style-type: none"> Assist in the implementation of Airport Community App project and new releases of WeChat Conduct surveys and user acceptance tests for various projects 	17/06 – 09/08/2019	\$360 per working day	<ul style="list-style-type: none"> Undergraduate in any discipline 	12/04/2019	Online application on AA website
Airport Authority Hong Kong http://www.hongkongairport.com/	2	<ul style="list-style-type: none"> Support the implementation of improvement projects such as to coordinate with internal and external parties, monitor the service level of passenger amenities Assist in the desktop market research, data analysis and management presentation for terminal facility development projects 	17/06 – 09/08/2019	\$360 per working day	<ul style="list-style-type: none"> Undergraduate in Property Management, Business Administration, Aviation Management or related disciplines 	12/04/2019	Online application on AA website

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Airport Authority Hong Kong http://www.hongkongairport.com/	2	<ul style="list-style-type: none"> • Engage in the performance management of service contractor or licensees, launch of new facilities, tendering exercises and daily administration of facilities enhancement projects • Support data collection and market research • Assist in enhancement projects such as waste management facilities renovation and new facilities in T1A and CP4E 	17/06 – 09/08/2019	\$360 per working day	<ul style="list-style-type: none"> • Undergraduate in Property & Facilities Management, Marketing, Engineering, Business Administration or related disciplines 	12/04/2019	Online application on AA website
Airport Authority Hong Kong http://www.hongkongairport.com/	4	<ul style="list-style-type: none"> • Assist in the audit exercises such as DHL performance audit and airport's aviation fuel system operator's performance audit • Engage in the management and implementation of various aviation logistics projects such as HKIA Smart Cargo Platform implementation • Engage in data collection, research analysis, reports and presentation compilation on ad hoc projects 	17/06 – 09/08/2019	\$360 per working day	<ul style="list-style-type: none"> • Undergraduate in Business, Operational Management, Engineering, Computer Science, Statistics related discipline or other related disciplines 	12/04/2019	Online application on AA website

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Airport Authority Hong Kong http://www.hongkongairport.com/	2	<ul style="list-style-type: none"> Assist in advertising, developing communication materials, co-ordinating the Airport Shopping Ambassadors program and free delivery service Support festive promotion programmes and communication programme development such as to coordinate with contractors and perform video shooting Conduct market research and customer touch point update from production to launch 	17/06 – 09/08/2019	\$360 per working day	<ul style="list-style-type: none"> Undergraduate in Hospitality, Marketing, Communications or Business related disciplines 	12/04/2019	Online application on AA website
Airport Authority Hong Kong http://www.hongkongairport.com/	2	<ul style="list-style-type: none"> Conduct research on market and industry best practices and generate suggestions to the new digital platforms Assist in UI/UX testing before launch Coordinate with contractors and internal parties to ensure smooth execution of digital marketing projects 	17/06 – 09/08/2019	\$360 per working day	<ul style="list-style-type: none"> Undergraduate in Marketing, Information Technology or Digital related disciplines 	12/04/2019	Online application on AA website
Airport Authority Hong Kong http://www.hongkongairport.com/	1	<ul style="list-style-type: none"> Assist in the tendering process and the pre-opening of staff canteen or new stores Carry out market research on the latest retail trend and popular brands or concepts 	17/06 – 09/08/2019	\$360 per working day	<ul style="list-style-type: none"> Undergraduate in any discipline 	12/04/2019	Online application on AA website

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Airport Authority Hong Kong http://www.hongkongairport.com/	2	<ul style="list-style-type: none"> Participate in diverse projects including Midfield Apron Development Works and Sky Bridge Projects Assist Engineers to manage the design and site works submissions 	17/06 – 09/08/2019	\$360 per working day	<ul style="list-style-type: none"> Undergraduate in Civil Engineering, Structural Engineering or related disciplines 	12/04/2019	Online application on AA website
Airport Authority Hong Kong http://www.hongkongairport.com/	1	<ul style="list-style-type: none"> Participate in diverse projects including T1 Capacity Enhancement Works, Building and E&M Works for Automation of Arrival Bags Delivery Assist Engineers to manage the design and site works submissions 	17/06 – 09/08/2019	\$360 per working day	<ul style="list-style-type: none"> Undergraduate in Electrical Engineering, Mechanical Engineering, Building Services or related discipline 	12/04/2019	Online application on AA website
Airport Authority Hong Kong http://www.hongkongairport.com/	1	<ul style="list-style-type: none"> Conduct data analysis and visualization development on digital transformation related projects Assist in the development of the IT Operation knowledgebase 	17/06 – 09/08/2019	\$360 per working day	<ul style="list-style-type: none"> Undergraduate in Science related fields, such as Information Technology or Software Engineering 	12/04/2019	Online application on AA website
Airport Authority Hong Kong http://www.hongkongairport.com/	3	<ul style="list-style-type: none"> Conduct data analysis and visualization development on airport operational data to gain business insights Develop content required in the innovation lab Provide testing and support on innovation projects Assist in the preparation of the Technovation Conference 2019 	17/06 – 09/08/2019	\$360 per working day	<ul style="list-style-type: none"> Undergraduate in Computer Science, Mathematics, Statistics, Electronic Engineering, Marketing Communication or related disciplines 	12/04/2019	Online application on AA website

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Airport Authority Hong Kong http://www.hongkongairport.com/	1	<ul style="list-style-type: none"> Support the review of study findings and recommendations for key environmental projects (e.g. Airport-wide carbon audit, Food waste recycling programme, the 5-year environmental plan and ISO 14001 documentation) and other HKIA Environmental related projects 	17/06 – 09/08/2019	\$360 per working day	<ul style="list-style-type: none"> Undergraduate in Environmental related disciplines 	12/04/2019	Online application on AA website
Airport Authority Hong Kong http://www.hongkongairport.com/	1	<ul style="list-style-type: none"> Support the development of AA's Sustainability Report 2018/19 Assist in the production of sustainability publicity material 	17/06 – 09/08/2019	\$360 per working day	<ul style="list-style-type: none"> Undergraduate in Sustainability, Communications, Creative Media or related disciplines 	12/04/2019	Online application on AA website
Airport Authority Hong Kong http://www.hongkongairport.com/	1	<ul style="list-style-type: none"> Assist in formulating maintenance strategy and necessary replacement/refurbishment works on gate valve, chamber and underground potable water pipelines Assist in the underground potable water leakage detection 	17/06 – 09/08/2019	\$360 per working day	<ul style="list-style-type: none"> Undergraduate in Civil Engineering 	12/04/2019	Online application on AA website
Airport Authority Hong Kong http://www.hongkongairport.com/	1	<ul style="list-style-type: none"> Participate in the Ring Mains Unit (RMU) replacement project and assist in the daily activities for HV generator overhaul works and maintenance works for electrical system equipment Study the Building Energy Efficiency Ordinance (BEEO) and the compliance requirements for future airport facilities as well as identify new green technology and applications 	17/06 – 09/08/2019	\$360 per working day	<ul style="list-style-type: none"> Undergraduate in Electrical Engineering 	12/04/2019	Online application on AA website

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Airport Authority Hong Kong http://www.hongkongairport.com/	1	<ul style="list-style-type: none"> Assist in BHS projects such as High Efficiency Motor & Reducer replacement project and application of IOT sensors with artificial intelligent for predictive maintenance Participate in Primary Sorter Replacement Works and peripheral enabling works 	17/06 – 09/08/2019	\$360 per working day	<ul style="list-style-type: none"> Undergraduate in Engineering, major in Mechanical, Electronic or Electrical discipline 	12/04/2019	Online application on AA website
Airport Authority Hong Kong http://www.hongkongairport.com/	1	<ul style="list-style-type: none"> Engage in the maintenance of Oracle Financial System data Assist in the accounts receivable and payable routine operations and other management/financial/project accounting analyses 	17/06 – 09/08/2019	\$360 per working day	<ul style="list-style-type: none"> Undergraduate in Accounting or Business Administration 	12/04/2019	Online application on AA website
Airport Authority Hong Kong http://www.hongkongairport.com/	1	<ul style="list-style-type: none"> Assist in working on legal aspects of the expansion of Air Mail Centre Assist in conducting research, supporting the legal personnel to give legal advice and to do drafting 	17/06 – 09/08/2019	\$360 per working day	<ul style="list-style-type: none"> Undergraduate in Law or Legal Studies 	12/04/2019	Online application on AA website
Airport Authority Hong Kong http://www.hongkongairport.com/	2	<ul style="list-style-type: none"> Assist in the handling of procurement activities for new projects such as to conduct market research Support the enhancement and administration of procurement systems 	17/06 – 09/08/2019	\$360 per working day	<ul style="list-style-type: none"> Undergraduate in Purchasing and Supply Chain Management or equivalent 	12/04/2019	Online application on AA website

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Airport Authority Hong Kong http://www.hongkongairport.com/	1	<ul style="list-style-type: none"> Engage in the arrangement of machinery valuation for the renewal of Machinery All Risk insurance policy ("MAR") 2019/20 and Owner Control Wrap Up Insurance Program ("OCWIP") Assist in adopting a new IT system for Insurance Team 	17/06 – 09/08/2019	\$360 per working day	<ul style="list-style-type: none"> Undergraduate in Business Administration, Insurance, Risk Management or related disciplines 	12/04/2019	Online application on AA website
Airport Authority Hong Kong http://www.hongkongairport.com/	1	<ul style="list-style-type: none"> Participate in projects for enhancing recruitment support systems Build HR management report templates, create and standardize queries for PeopleSoft HRMS Support the development of other electronic tools to facilitate HR operations 	17/06 – 09/08/2019	\$360 per working day	<ul style="list-style-type: none"> Undergraduate in Information Systems, Computer Science or Information Technology 	12/04/2019	Online application on AA website
Airport Authority Hong Kong http://www.hongkongairport.com/	2	<ul style="list-style-type: none"> Assist in the implementation of 2019 WIT Programme Contribute to the design of 2019 AA Wellness Weeks and research on the application of gamification Support the implementation of summer internship programme Research on latest trends and possible usage of technology for employee communication and learning & development 	17/06 – 09/08/2019	\$360 per working day	<ul style="list-style-type: none"> Undergraduate in any discipline 	12/04/2019	Online application on AA website

Company name and company website	No. of intern places	Main job duties	Internship period (minimum 4 weeks) e.g. dd/mm – dd/mm/2019	Monthly honorarium to intern (HK\$)	Specific requirements (if any) e.g. area of study/ skill / language	Application deadline	How to apply (Use the MATF application form)
Airport Authority Hong Kong http://www.hongkongairport.com/	1	<ul style="list-style-type: none"> Participate in projects to improve existing recruitment and on-boarding processes/practices (e.g. mapping out existing workflow, conducting market research on best practices) Engage in HR daily operations 	17/06 – 09/08/2019	\$360 per working day	<ul style="list-style-type: none"> Undergraduate in Human Resources Management or other related disciplines 	12/04/2019	Online application on AA website
Airport Authority Hong Kong http://www.hongkongairport.com/	1	<ul style="list-style-type: none"> Engage in daily project management and execution tasks in relation to skycity and other development projects. 	17/06 – 09/08/2019	\$360 per working day	<ul style="list-style-type: none"> Undergraduate in Business Management, Surveying or related disciplines 	12/04/2019	Online application on AA website
Airport Authority Hong Kong http://www.hongkongairport.com/	1	<ul style="list-style-type: none"> Provide assistance in stakeholder engagement activities (e.g. preparations for Marine Park stakeholder consultations) Contribute to the designated environmental works areas 	17/06 – 09/08/2019	\$360 per working day	<ul style="list-style-type: none"> Undergraduate in Environmental related disciplines 	12/04/2019	Online application on AA website
Airport Authority Hong Kong http://www.hongkongairport.com/	1	<ul style="list-style-type: none"> Assist in conducting safety inspection and preparing inspection report Support the consolidation of safety statistics and monthly reports Engage in organizing safety promotional campaign 	17/06 – 09/08/2019	\$360 per working day	<ul style="list-style-type: none"> Undergraduate in Occupational Safety and Health or related disciplines 	12/04/2019	Online application on AA website
Airport Authority Hong Kong http://www.hongkongairport.com/	2	<ul style="list-style-type: none"> Provide support to improve the surveillance document management system Assist the preparation of documents for statutory compliance. 	17/06 – 09/08/2019	\$360 per working day	<ul style="list-style-type: none"> Undergraduate in Civil Engineering 	12/04/2019	Online application on AA website

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Airport Authority Hong Kong http://www.hongkongairport.com/	1	<ul style="list-style-type: none"> Review architectural design submissions and technical reports prepared by the consultant Assist the team to deliver critical design development tasks for the designated Contract 	17/06 – 09/08/2019	\$360 per working day	<ul style="list-style-type: none"> Undergraduate in Architectural Studies or related disciplines 	12/04/2019	Online application on AA website
Airport Authority Hong Kong http://www.hongkongairport.com/	2	<ul style="list-style-type: none"> Review design submissions and technical reports prepared by the consultant Assist the team to deliver critical engineering tasks for the designated Contract 	17/06 – 09/08/2019	\$360 per working day	<ul style="list-style-type: none"> Undergraduate in Civil, Structural Engineering or related disciplines 	12/04/2019	Online application on AA website
Airport Authority Hong Kong http://www.hongkongairport.com/	2	<ul style="list-style-type: none"> Handle consultants'/contractors' submissions and works programme as well as to attend meetings with them Conduct general site supervision and attending testing and commissioning activities for 3RS project 	17/06 – 09/08/2019	\$360 per working day	<ul style="list-style-type: none"> Undergraduate in Engineering of Electrical, Mechanical or Building Services 	12/04/2019	Online application on AA website
Airport Authority Hong Kong http://www.hongkongairport.com/	1	<ul style="list-style-type: none"> Handle consultants'/contractors' submissions and works programme as well as to attend meetings with them Conduct data processing for APM performance simulation Attend inspection and testing activities for APM system 	17/06 – 09/08/2019	\$360 per working day	<ul style="list-style-type: none"> Undergraduate in Engineering of Electrical or Electronics 	12/04/2019	Online application on AA website

Company name and company website	No. of intern places	Main job duties	Internship period (minimum 4 weeks) e.g. dd/mm – dd/mm/2019	Monthly honorarium to intern (HK\$)	Specific requirements (if any) e.g. area of study/ skill / language	Application deadline	How to apply (Use the MATF application form)
Airport Authority Hong Kong http://www.hongkongairport.com/	2	<ul style="list-style-type: none"> Review design and method statement and technical reports submitted by consultants and contractors Assist the team on delivering critical engineering and planning tasks. 	17/06 – 09/08/2019	\$360 per working day	<ul style="list-style-type: none"> Undergraduate in Civil or Structural Engineering 	12/04/2019	Online application on AA website
Asia Airfreight Terminal Co. Ltd. http://www.aat.com.hk/	1	<p>Summer Intern (Building & Technical Services) <u>Responsibilities:</u></p> <ul style="list-style-type: none"> To support CEIV/GDP Certificate renewal preparation tasks including scheduling, report consolidation of temperature mapping. To prepare temperature testing scheduling To consolidate reports To perform document filing (calibration certificate, equipment maintenance record, etc.) 	2 months (02/07-29/08/2019)	\$9,000	<ul style="list-style-type: none"> Students studying Degree in any disciplines. Proficiency in MS Office (Microsoft Word & Excel). Outgoing and active 	10/05/2019	<p>Interested parties please send your full resume with reference no. to: Human Resources Department, Asia Airfreight Terminal Co. Ltd., 10 Chun Ping Road, Hong Kong International Airport, Lantau, Hong Kong OR Fax to 2286 0374 OR email to hrd_aat@aat.com.hk</p> <p>To know more about AAT, please visit http://www.aat.com.hk</p>

Company name and company website	No. of intern places	Main job duties	Internship period (minimum 4 weeks) e.g. dd/mm – dd/mm/2019	Monthly honorarium to intern (HK\$)	Specific requirements (if any) e.g. area of study/ skill / language	Application deadline	How to apply (Use the MATF application form)
Asia Airfreight Terminal Co. Ltd. http://www.aat.com.hk/	1	Summer Intern (Finance Department) <u>Responsibilities:</u> <ul style="list-style-type: none"> • To perform data input for A/R into the accounting system, including invoices, credit memos, receipts and journals for Accountant’s review. • To perform data input for A/P and fixed assets into the accounting system, including invoices, debt memos, settlement and journals for Accountant’s review. • To communicate with relevant departments for invoices supporting and checking. • To ensure all documentations are stocked and/or filled properly and systematically. • To liaise with customers for outstanding amounts. • To handle enquires of airlines or agents customers. • To perform ad-hoc projects when assigned. 	2 months (02/07-29/08/2019)	\$9,000	<ul style="list-style-type: none"> • Students studying Higher Diploma in Accountancy, Finance, Computing and other related disciplines or higher • Solid PC knowledge, especially in MS Excel • Energetic and detail-minded 	10/05/2019	Interested parties please send your full resume with reference no. to: Human Resources Department, Asia Airfreight Terminal Co. Ltd., 10 Chun Ping Road, Hong Kong International Airport, Lantau, Hong Kong OR Fax to 2286 0374 OR email to hrd_aat@aat.com.hk To know more about AAT, please visit http://www.aat.com.hk

Company name and company website	No. of intern places	Main job duties	Internship period (minimum 4 weeks) e.g. dd/mm – dd/mm/2019	Monthly honorarium to intern (HK\$)	Specific requirements (if any) e.g. area of study/ skill / language	Application deadline	How to apply (Use the MATF application form)
Asia Airfreight Terminal Co. Ltd. http://www.aat.com.hk/	1	Summer Intern (Human Resources Department) <u>Responsibilities:</u> <ul style="list-style-type: none"> To assist in data analysis, preparation of reports, record tracking and training materials development. To develop index for training materials. To assist in recruitment activities esp. during peak season for graduate in summer time To provide administrative support to HRD. To assist in handling ad-hoc special projects or assignments. 	2 months (02/07-29/08/2019)	\$9,000	<ul style="list-style-type: none"> Students studying Higher Diploma / Associate Degree / Degree in any disciplines Proficiency in MS applications, especially in Excel Proficiency in Chinese word processing Diligent, systematic, active, self-motivated, innovative, good team player with good interpersonal and communication skills Good command of spoken and written English and Chinese 	10/05/2019	Interested parties please send your full resume with reference no. to: Human Resources Department, Asia Airfreight Terminal Co. Ltd., 10 Chun Ping Road, Hong Kong International Airport, Lantau, Hong Kong OR Fax to 2286 0374 OR email to hrd_aat@aat.com.hk To know more about AAT, please visit http://www.aat.com.hk
Asia Airfreight Terminal Co. Ltd. http://www.aat.com.hk/	1	Summer Intern (Purchasing & Administration Department) <u>Responsibilities:</u> <ul style="list-style-type: none"> To provide clerical support to Purchasing & Administration Department including data entry and filing. To communicate and liaise with suppliers on price and delivery schedule. 	2 months (02/07-29/08/2019)	\$9,000	<ul style="list-style-type: none"> Students studying Degree in any disciplines. Proficiency in MS Office (Microsoft Word & Excel). Self-motivated, well-organized and attention to details. 	10/05/2019	Interested parties please send your full resume with reference no. to: Human Resources Department, Asia Airfreight Terminal Co. Ltd., 10 Chun Ping Road, Hong Kong International Airport, Lantau, Hong Kong OR Fax to 2286 0374 OR email to hrd_aat@aat.com.hk To know more about AAT, please visit http://www.aat.com.hk
Aviation Security Company Limited http://www.avseco.com.hk	10	Assist in divisional administrative and clerical work	01/07 – 31/08/2019	\$9,000	Nil	31/05/2019	Email resume to recruitgen@avseco.com.hk MATF application form

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Cathay Pacific Services Limited http://www.cpsl.com.hk	To be confirmed	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) / Commercial / Personnel / Information Management / Quality Assurance / Safety and Security / Finance / Planning, etc.	May – Aug 2019 (3 or 4 months)	To be confirmed	Nil	31/05/2019	Please email to recruitment@cpsl.com.hk with confidential resume.
China Aircraft Services Limited www.casl.com.hk	2	Familiarization in line or base maintenance operation	Jun – Aug 2019 (8 weeks)	\$320 per day	Engineering Subject	31/05/2019	By email: recruitment@casl.com.hk
DHL Global Forwarding (HK) Limited www.dhl.com	10	<ul style="list-style-type: none"> • Support daily operation including data input, data verification, documentation preparation • Handle export & import freight shipment • Support in team projects • Handle general telephone enquiries 	Jul – Aug 2019	\$7,000 – \$7,500	Major in logistics / supply chain management	31/05/2019	By email: dgf_recruit.hk@dhl.com By post: Human Resources Department 4/F, EDGE, Nos. 30 – 34 Kwai Wing Road, Kwai Chung, New Territories, Hong Kong
DHL Supply Chain (Hong Kong) Limited	4	Assist the business analysis team manager to prepare and deliver business analysis/ operation analytics dashboard and reporting on QlikSense for aviation project.	May – Sep 2019	\$7,425	University Undergraduates (non-final year) preferably in Mathematics, Business, Computer Science, or Supply Chain/ Logistics	15/04/2019	Direct application via dsc_recruit.hk@dhl.com
DHL Supply Chain (Hong Kong) Limited	2	Assist in daily operations of the aviation site	May – Sep 2019	\$7,425	University Undergraduates (non-final year) preferably in Supply Chain/ Logistics	15/04/2019	Direct application via dsc_recruit.hk@dhl.com

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DHL Supply Chain (Hong Kong) Limited	1	Assist in selection process for MT / frontline staff under aviation section	May – Sep 2019	\$7,425	University Undergraduates (non-final year) preferably in Human Resources Management	15/04/2019	Direct application via dsc_recruit.hk@dhl.com
Hong Kong Aircraft Engineering Company Limited (HAECO) http://www.haeco.com/	15	To assist the following departments in completing the assigned projects: <ul style="list-style-type: none"> • Airframe Services • Component Overhaul • Environmental Protection and Health & Safety • Finance • Technical Services • Material Management • Procurement 	Jun – Aug 2019	\$7,000	Engineering, Statistics or Production Management; Energy, Environment, Sustainability Development; Accounting and Finance; Supply Chain Management; Purchasing or Logistics; Commercial; IT-related disciplines; Industrial Engineering, Electronics, Electrical, Mechanical Engineering	closed	Please refer to HAECO's website for details.

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Hong Kong Airlines Limited http://www.hongkongairlines.com/en_HK/career	1	Human Resources & Administration Department (Human Resources Management System) <ul style="list-style-type: none"> • Assist the develop of applications using VBA for Excel, Word; able to transfer the knowledge of maintaining such application to non-IT background colleagues; • Perform first level trouble shooting and support to users, and follow up with IT/vendor where required • Assist the application form Builders • Handle probation from e-mail automation maintenance • Assist in on-boarding preparation e-mail maintenance • Assist in leave record transformation • Assist in E-application for internal process 	03/07 – 31/08/2019	\$9,000	<ul style="list-style-type: none"> • Undergraduate student pursuing bachelor’s degree in related field • Proficient in using MS Excel and knowledge in programming skills, e.g., VBA, SQL • Ability to communicate clearly and effectively to different stakeholders • Knowledge of HR system/SaaS would be an advantage 	13/05/2019	For interested parties, please apply through our company website (Join us -> Ground Professionals -> Internship)

Company name and company website	No. of intern places	Main job duties	Internship period (minimum 4 weeks) e.g. dd/mm – dd/mm/2019	Monthly honorarium to intern (HK\$)	Specific requirements (if any) e.g. area of study/ skill / language	Application deadline	How to apply (Use the MATF application form)
Hong Kong Airlines Limited http://www.hongkongairlines.com/en_HK/career	1	Human Resources & Administration Department (Organization & Employee Development) <ul style="list-style-type: none"> • Update the training data into the training master list • Assist on revamping the training platform • Assist on launching the service e-learning platform project • Assist on different training programme arrangement 	03/07 – 31/08/2019	\$9,000	<ul style="list-style-type: none"> • Undergraduate student pursuing bachelor's degree in related field • Passionate to build a career in aviation industry after graduation and have a service mind-set • Energetic, fast learner, proactive yet detail-oriented • Good command of written and spoken Cantonese, English and Mandarin • Proficient in computer applications including Word, Outlook, PowerPoint, Excel and Chinese word processing 	13/05/2019	For interested parties, please apply through our company website (Join us -> Ground Professionals -> Internship)
Hong Kong Airlines Limited http://www.hongkongairlines.com/en_HK/career	1	Human Resources & Administration Department (Talent Acquisition) <ul style="list-style-type: none"> • Assist in social media management and enhancement • Recruitment channel sourcing and evaluation mechanism • Co-ordinate with universities for upcoming campus Recruitment events • Assist in interview arrangement and logistics • Any ad hoc projects assigned 	03/07 – 31/08/2019	\$9,000	<ul style="list-style-type: none"> • Undergraduate student pursuing bachelor's degree in related field • Passionate to build a career in aviation industry after graduation and have a service mind-set • Energetic, fast learner, proactive yet detail-oriented • Good command of written and spoken Cantonese, English and Mandarin • Proficient in computer applications including Word, Outlook, PowerPoint, Excel and Chinese word processing 	13/05/2019	For interested parties, please apply through our company website (Join us -> Ground Professionals -> Internship)

Company name and company website	No. of intern places	Main job duties	Internship period (minimum 4 weeks) e.g. dd/mm – dd/mm/2019	Monthly honorarium to intern (HK\$)	Specific requirements (if any) e.g. area of study/ skill / language	Application deadline	How to apply (Use the MATF application form)
Hong Kong Airlines Limited http://www.hongkongairlines.com/en_HK/career	1	Human Resources & Administration Department (HR Shared Services) <ul style="list-style-type: none"> • Assist in data cleansing of job grade, annual leave entitlement etc. in I Link • Review P files as stored in moving cabinet • (check if any missing, leavers not yet removed etc.) • Follow up with new joiners for any documents, reference letters or academic • Assist in filing of rental Reimbursement Scheme receipts • Assist in filing room & system reorganization 	03/07 – 31/08/2019	\$9,000	<ul style="list-style-type: none"> • Undergraduate student pursuing bachelor's degree in related field • Passionate to build a career in aviation industry after graduation and have a service mind-set • Energetic, fast learner, proactive yet detail-oriented • Good command of written and spoken Cantonese, English and Mandarin • Proficient in computer applications including Word, Outlook, PowerPoint, Excel and Chinese word processing 	13/05/2019	For interested parties, please apply through our company website (Join us -> Ground Professionals -> Internship)
Hong Kong Airlines Limited http://www.hongkongairlines.com/en_HK/career	1	Engineering & Maintenance Department (Quality Assurance & Safety) <ul style="list-style-type: none"> • Assist the department in safety management • Seek ways to change our current practices • Assist in promotion on Safety for HKA Engineering 	03/07 – 31/08/2019	\$9,000	<ul style="list-style-type: none"> • Undergraduate student pursuing bachelor's degree in related field • Passionate to build a career in aviation industry after graduation and have a service mind-set • Energetic, fast learner, proactive yet detail-oriented • Good command of written and spoken Cantonese, English and Mandarin • Proficient in computer applications including Word, Outlook, PowerPoint, Excel and Chinese word processing 	13/05/2019	For interested parties, please apply through our company website (Join us -> Ground Professionals -> Internship)

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Hong Kong Airlines Limited http://www.hongkongairlines.com/en_HK/career	2	Procurement Department (Inventory Management) Safety Management <ul style="list-style-type: none"> • Aircraft phase in/ phase out spares certification sourcing and collection • Ad-hoc assistance on orders filing, case following • Assist in Invoice data entry 	03/07 – 31/08/2019	\$9,000	<ul style="list-style-type: none"> • Undergraduate student pursuing bachelor’s degree in related field • Passionate to build a career in aviation industry after graduation and have a service mind-set • Energetic, fast learner, proactive yet detail-oriented • Good command of written and spoken Cantonese, English and Mandarin • Proficient in computer applications including Word, Outlook, PowerPoint, Excel and Chinese word processing 	13/05/2019	For interested parties, please apply through our company website (Join us -> Ground Professionals -> Internship)
Hong Kong Airlines Limited http://www.hongkongairlines.com/en_HK/career	2	Ground Operation (Crew Operations) <ul style="list-style-type: none"> • Assist with data collection, and analysis • Responsible for preparing related reports • Any ad hoc projects assigned 	03/07 – 31/08/2019	\$9,000	<ul style="list-style-type: none"> • Undergraduate student pursuing bachelor’s degree in related field • Passionate to build a career in aviation industry after graduation and have a service mind-set • Energetic, fast learner, proactive yet detail-oriented • Good command of written and spoken Cantonese, English and Mandarin • Proficient in computer applications including Word, Outlook, PowerPoint, Excel and Chinese word processing 	13/05/2019	For interested parties, please apply through our company website (Join us -> Ground Professionals -> Internship)

Company name and company website	No. of intern places	Main job duties	Internship period (minimum 4 weeks) e.g. dd/mm – dd/mm/2019	Monthly honorarium to intern (HK\$)	Specific requirements (if any) e.g. area of study/ skill / language	Application deadline	How to apply (Use the MATF application form)
Hong Kong Airlines Limited http://www.hongkongairlines.com/en_HK/career	1	Flight Operations Department (Performance Engineering) <ul style="list-style-type: none"> • Assist with data collection, and analysis • Responsible for preparing related reports • Any ad hoc projects assigned 	03/07 – 31/08/2019	\$9,000	<ul style="list-style-type: none"> • Undergraduate student pursuing bachelor’s degree in related field • Passionate to build a career in aviation industry after graduation and have a service mind-set • Energetic, fast learner, proactive yet detail-oriented • Good command of written and spoken Cantonese, English and Mandarin • Proficient in computer applications including Word, Outlook, PowerPoint, Excel and Chinese word processing 	13/05/2019	For interested parties, please apply through our company website (Join us -> Ground Professionals -> Internship)
Hong Kong Airlines Limited http://www.hongkongairlines.com/en_HK/career	2	Finance Department <ul style="list-style-type: none"> • Responsible for payment processing, including invoice verification, expenses reimbursement and prepare payment documents • Assist in month-end closing (i.e. Bank Reconciliation) • Assist the team to enter transactions in accounting system and vouchers filing • Assist in ad hoc assignments as required 	03/07 – 31/08/2019	\$9,000	<ul style="list-style-type: none"> • Degree in Accounting or related disciplines • Good command of written and spoken English, Cantonese and Mandarin • Proficiency in MS word, Excel and Chinese word processing • Good interpersonal, communication and analytical skills 	13/05/2019	For interested parties, please apply through our company website (Join us -> Ground Professionals -> Internship)

Company name and company website	No. of intern places	Main job duties	Internship period (minimum 4 weeks) e.g. dd/mm – dd/mm/2019	Monthly honorarium to intern (HK\$)	Specific requirements (if any) e.g. area of study/ skill / language	Application deadline	How to apply (Use the MATF application form)
Hong Kong Airlines Limited http://www.hongkongairlines.com/en_HK/career	1	Finance Department <ul style="list-style-type: none"> • Assist in refund handling, sales report checking, receivable reconciliation • Assist in input invoices and payment allocation • Check and verify the daily expense documents • Maintain the daily document filing • Handle ad hoc tasks as necessary • Prepare monthly reconciliation and reports 	03/07 – 31/08/2019	\$9,000	<ul style="list-style-type: none"> • Degree in Accounting or related disciplines • Good command of written and spoken English, Cantonese and Mandarin • Proficiency in MS word, Excel and Chinese word processing • Good interpersonal, communication and analytical skills 	13/05/2019	For interested parties, please apply through our company website (Join us -> Ground Professionals -> Internship)
Hong Kong Airlines Limited http://www.hongkongairlines.com/en_HK/career	3	Information Technology <ul style="list-style-type: none"> • Assist in Business Analysis and Project Development, such business requirements collection, analysis and documentation, SIT and UAT testing, etc. • Prepare monthly reconciliation and reports • Assist in HKAATC project - IT Operation • Assist in IT Service Management related task – including Change application, transition preparation and some documentation work 	03/07 – 31/08/2019	\$9,000	<ul style="list-style-type: none"> • Undergraduate student in Computer Science or related subjects • Strong analytical and problem solving ability with good communication and interpersonal skills. • Proficiency in Microsoft Office Suite of products • Proficiency in Visio, prototype design tools is preferred 	13/05/2019	For interested parties, please apply through our company website (Join us -> Ground Professionals -> Internship)

Company name and company website	No. of intern places	Main job duties	Internship period (minimum 4 weeks) e.g. dd/mm – dd/mm/2019	Monthly honorarium to intern (HK\$)	Specific requirements (if any) e.g. area of study/ skill / language	Application deadline	How to apply (Use the MATF application form)
Hong Kong Airport Services Limited www.has.com.hk	17	Summer Job – Ramp Services / Load Control <ul style="list-style-type: none"> To supervise the loading/unloading of aircraft according to Loading instructions To calculate aircraft weight & balance and prepare loading instruction To assist other duties or project assigned by supervisor 	Jun – Aug 2019 (2 to 3 months)	Around \$7,000	Students from relevant disciplines	30/04/2019	(1) By email to recruitment@has.com.hk (2) By mail to People Department, Hong Kong Airport Services Limited, 4/F, Cathay Dragon House, 11 Tung Fai Road, Hong Kong International Airport, Lantau, Hong Kong (3) By fax to 2928 3170
Hong Kong Airport Services Limited www.has.com.hk	5	Summer Job – Passenger Services <ul style="list-style-type: none"> To provide efficient and courteous check-in servicesEE passengers in order to achieve on time flight departure To handle passengers at boarding and arrival gates efficiently 	Jun – Aug 2019 (2 to 3 months)	Around \$7,000	<ul style="list-style-type: none"> Students from relevant disciplines Proficiency in English, Chinese & Mandarin 	30/04/2019	(1) By email to recruitment@has.com.hk (2) By mail to People Department, Hong Kong Airport Services Limited, 4/F, Cathay Dragon House, 11 Tung Fai Road, Hong Kong International Airport, Lantau, Hong Kong (3) By fax to 2928 3170
Hong Kong Airport Services Limited www.has.com.hk	4	Summer Job – Personnel or Training <ul style="list-style-type: none"> To provide logistic/ clerical support and participate in recruitment activities To provide administrative support in training program 	Jun – Aug 2019 (2 to 3 months)	Around \$7,000	<ul style="list-style-type: none"> Students from relevant disciplines Proficiency in Microsoft Office 	30/04/2019	(1) By email to recruitment@has.com.hk (2) By mail to People Department, Hong Kong Airport Services Limited, 4/F, Cathay Dragon House, 11 Tung Fai Road, Hong Kong International Airport, Lantau, Hong Kong (3) By fax to 2928 3170

Company name and company website	No. of intern places	Main job duties	Internship period (minimum 4 weeks) e.g. dd/mm – dd/mm/2019	Monthly honorarium to intern (HK\$)	Specific requirements (if any) e.g. area of study/ skill / language	Application deadline	How to apply (Use the MATF application form)
Hong Kong Express Airways Limited https://www.hkexpress.com/en-hk	16	Depending on the Department, interns may participate in various department projects and provide administrative supports for daily operations in the team of Commercial, Design, Finance, HR, IT, Engineering, and Operations.	mid-Jun – late-Aug 2019	\$8,000	(1) A non-final year local full-time student studying a Degree Programme; (2) Majoring in Aviation/ Tourism/ Business/ Marketing / PR & Communications/ Finance/ Accounting/ Human Resources (3) Information Technology/ Engineering or other related disciplines; (4) Good command of spoken and written English & Chinese; (5) Good PC knowledge.	Late April 2019	Submit application online: http://careers.hkexpress.com/cw/en/listing (Position: Summer Intern)
Jardine Airport Services Ltd www.jasg.com	1	Human Resources <ul style="list-style-type: none"> • Clerical work in HR Department include data entry, filing • Assist in recruitment activities • Misc. administration works 	05/2019 – 31/08/2019	\$8,000	Good command of written and spoken English and Chinese; Familiar with Microsoft Office e.g. Word, Excels, Powerpoint; Studying in HR discipline is preferred	15/04/2019	By email to jasl.hr@jasg.com with resume and MATF Form
Jardine Airport Services Ltd www.jasg.com	1	Corporate Communications <ul style="list-style-type: none"> • Designing posters • Filming and editing videos • Drafting short articles 	05/2019 – 31/08/2019	\$8,000	<ul style="list-style-type: none"> • Basic Photoshop and video editing skills • Communicate in Cantonese and English 	15/04/2019	By email to jasl.hr@jasg.com with resume and MATF Form
Jardine Airport Services Ltd www.jasg.com	1	Learning & Development Clerical work in training department	mid-May – 31/08/2019	\$8,000	Knowledge in WORD, EXCEL, PowerPoint; Communicate in Cantonese and English	15/04/2019	By email to jasl.hr@jasg.com with resume and MATF Form

Company name and company website	No. of intern places	Main job duties	Internship period (minimum 4 weeks) e.g. dd/mm – dd/mm/2019	Monthly honorarium to intern (HK\$)	Specific requirements (if any) e.g. area of study/ skill / language	Application deadline	How to apply (Use the MATF application form)
Jardine Airport Services Ltd www.jasg.com	1	Finance <ul style="list-style-type: none"> Data entry Assist in accounting payable and receivable administration works 	05/2019 – 31/08/2019	\$8,000	<ul style="list-style-type: none"> Good command of written and spoken English and Chinese; Familiar with Microsoft Office e.g. Word, Excels, Powerpoint; Basic Accounting knowledge is preferred 	15/04/2019	By email to jasl.hr@jasg.com with resume and MATF Form
John Swire & Sons (H.K.) Ltd.	40	Please visit our website (https://leadership.swire.com/en/our-programmes/summer-internship-programme) for more details.	02/07 – 16/08 2019 (7 weeks)	\$7,500	<ul style="list-style-type: none"> Please visit our website (https://leadership.swire.com/en/our-programmes/summer-internship-programme) for more details. 	Closed	<ul style="list-style-type: none"> Submit online application
Jardine Airport Services Ltd www.jasg.com	2	Operation Admin <ul style="list-style-type: none"> Participate in work-improvement projects related to ramp operations; Assist in administrative work and documentation system; Provide general assistance and support to the Ramp Department. 	May – 31/08/2019	\$8,000	<ul style="list-style-type: none"> Study in High Diploma/ Associate Degree / Degree programmes, preferably study in aviation or related discipline; Good command of written and spoken English and Chinese; Proficient in Microsoft Office e.g. Word, Excel, PowerPoint 	15/04/2019	By email to jasl.hr@jasg.com with resume and MATF Form
Jardine Airport Services Ltd www.jasg.com	30	Passenger Services Dept <ul style="list-style-type: none"> Providing passenger services at check-in counter, flight information desk, baggage service dept, arrival / transit hall and boarding gate 	May – 31/08/2019	\$8,000	Conversational in English, Cantonese and Putonghua, knowledge of other foreign languages is an advantage	15/04/2019	By email to jasl.hr@jasg.com with resume and MATF Form

Company name and company website	No. of intern places	Main job duties	Internship period (minimum 4 weeks) e.g. dd/mm – dd/mm/2019	Monthly honorarium to intern (HK\$)	Specific requirements (if any) e.g. area of study/ skill / language	Application deadline	How to apply (Use the MATF application form)
Jardine Airport Services Ltd www.jasg.com	1	Quality Assurance <ul style="list-style-type: none"> • Candidate is responsible for the analysis of flight departure performance through data collection from operation departments and provide constructive recommendations to continuously improve the flight on-time performance. 	May – 31/08/2019	\$8,000	<ul style="list-style-type: none"> • Report writing and analytical skills • Effective communication skills 	15/04/2019	By email to jasl.hr@jasg.com with resume and MATF Form
TAG Aviation Asia Limited (Private Jet Industry) https://www.tagaviation.com/en/	3	Summer Intern (Finance Department) <ul style="list-style-type: none"> • Prepare billing • Responsible for AR and AP entry • Handle vendor payments and statement reconciliation • Support daily accounting function and other clerical duties • Handle ad hoc projects 	2 months	\$7,000	<ul style="list-style-type: none"> • University Degree student in Accounting/Finance or related disciplines • Excellent command of spoken & written English 	10/05/2019	By email to recruitment@tagaviation.asia with MATF application form and CV
Worldwide Flight Services Holding S.A. Global Website: www.wfs.aero/ HK Website: www.hkairportconciierge.com	10	Passenger Services Internship <ul style="list-style-type: none"> • Provide meet & greet services to the VIPs in Airport • Provide special services e.g. wheelchair services to any passenger in need • Provide administrative support for PSO • Support in other assigned projects and initiatives, e.g. safety project or SOP project • 6 days (Shift Duty), 9 hours per day (0700 – 2300) 	03/06 – 02/09/2019	\$7,000	<ul style="list-style-type: none"> • Good command of English & Mandarin, other language is an advantage • Pleasant, proactive and customer services oriented 	10/05/2019	<ul style="list-style-type: none"> • Applied through colleges / universities' internship program • Applied through email recruit@worldwideflight.com.hk with CV

Company name and company website	No. of intern places	Main job duties	Internship period (minimum 4 weeks) e.g. dd/mm – dd/mm/2019	Monthly honorarium to intern (HK\$)	Specific requirements (if any) e.g. area of study/ skill / language	Application deadline	How to apply (Use the MATF application form)
Worldwide Flight Services Holding S.A. Global Website: www.wfs.aero/ HK Website: www.hkairportconciierge.com	1	Human Resources Internship <ul style="list-style-type: none"> • Provide HR administrative support, for example: filing, arrange lockers, copying, uniform distribution • Support recruitment team for end-to-end recruitment process for operation team, for example: arrange interview, attend job fairs. • Support in other assigned HR projects and initiatives • 5 days' work 	03/06 – 02/09/2019	\$7,000	<ul style="list-style-type: none"> • Good command of English & Mandarin, other language is an advantage • Pleasant, proactive and customer services oriented 	10/05/2019	<ul style="list-style-type: none"> • Applied through colleges / universities' internship program • Applied through email recruit@worldwideflight.com.hk with CV
Worldwide Flight Services Holding S.A. Global Website: www.wfs.aero/ HK Website: www.hkairportconciierge.com	2	Accounting Internship <ul style="list-style-type: none"> • Handle daily accounting operation • Provide general clerical and administrative support to the Accounting Team • Routine administration works • Other ad-hoc assignment • 5 days' work 	03/06 – 02/09/2019	\$7,000	<ul style="list-style-type: none"> • Good command of English & Mandarin, other language is an advantage • Higher diploma holder in Business Administration, Accounting or related disciplines 	10/05/2019	<ul style="list-style-type: none"> • Applied through colleges / universities' internship program • Applied through email recruit@worldwideflight.com.hk with CV