


Maritime-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
Adjuno HK Ltd.	3	Supply Chain Management / IT <ul style="list-style-type: none"> To support supply chain management department of a maritime company System testing of new software products, pre-launch Solutions scoping and design Project documentation Formulating design proposals 	01/07 - 31/08/2016	HK\$8,000	Logistics / Supply Chain / Business IT Knowledge in SQL Server and XML	01/06/2016	For interested parties, please apply with a cover letter, detailed resume and the MATF application form to recruitHK@adjuno.com .
Anglo-Eastern Ship Management Limited	2	The Intern(s) will be assigned to the Operations Department. This Department is responsible for fleet voyage monitoring, vessel operation, chartering matters, marine insurance and claims handling etc. for a fleet of about 250 ocean-going merchant ships trading world-wide, and the interns will be given tasks and exposed to all manner of the work that Operations Dept. carries out in this aspects (Operations Department)	2 months	HK\$6,000	Area of study: International Shipping and Logistics	15/06/2016 (Wed)	By email to Jobs.hkg@angloeasterngroup.com
	4-6	The Intern(s) will be assigned to the Technical Department. This Department is responsible to communicate with the Master and to provide day to day support, expert advice and guidance to the vessel on all technical matters. The interns will acquire knowledge on how to deliver stores/spares to vessels efficiently and cost effectively and other vessels operation aspects. (Technical Department)	2 months	HK\$6,000	Area of study: International Shipping and Logistics; marine engineering	15/06/2016 (Wed)	
AOC Limited www.aochk.com	1	Study and design of a RFID/IoT-based Warehouse Management System (WMS) in the cold chain logistics industry	01/06 - 31/08/2016 (subject to change)	HK\$6,000 - HK\$8,000	Students in Supply Chain or Logistics Management or Business Administration or Industrial Engineering	09/05/2016	By email to sammichan@aochk.com enclosing also application form and resume
	1	Study customer requirements for enhancing the customer satisfaction in the freight forwarding industry					

	2	Provide support services to Operation team		HK\$6,000 - HK\$8,000	Students in any disciplines		
	2	Assist in Administrative work					
	1	Assist in obtaining Certifications (TAPA, ISO, AEO)					
BMT Asia Pacific Limited http://www.bmtasiapacific.com/	3	Research Intern (Economics Team) Data collection, conduct market and industry research for maritime and logistics sectors	01/06 – 31/08/2016	HK\$ 6,500	Majoring in Economics/ Business Administration/ Supply Chain Management / Logistics Management and related studies	31/07/2016	Email CV and MATF application form to post@bmtasia.com.hk with subject as “re: post of Research Intern (Economics Team)”.
	3	Marine Data Analyst (Marine Team) • Visual survey • Desktop research/data entry • Modelling	01/06 – 31/08/2016	HK\$ 6,500	• Business/Engineering background is preferred • Good at mathematics/statistics • Knowledge in programming is an advantage • Good at solving problems	15/06/2016	Email CV and MATF application form to post@bmtasia.com.hk with subject as “re: post of Marine Data Analyst (Marine Team)”.
Brenda Chark & Co.	2	Performing legal research, assisting with case-handling, shadowing arbitral or court hearings.	One month	HK\$8,000	Strong academic performance and inter-personal skills	25/07/2016	By email to suki@brendachark.com
Cargo Services Far East Ltd.	1	Marketing & Sales • To support Marketing and Sales department in Seafreight office for general administration duties • To handle documents, data entry • To generate reports • To perform any other duties as assigned	01/07 - 31/08/2016	HK\$8,000	Marketing / Shipping / Logistics; Knowledge in Microsoft offices skill	01/06/2016	For interested parties, please apply with a cover letter, detailed resume and the MATF application form to career@cargofe.com .
	1	Operations & Warehouse Logistics • To support Operations and Documentation department • To support warehouse operation flow • To handle shipping documents, data entry, reporting and filing	01/07 - 31/08/2016		Supply Chain Management / Shipping / Logistics; Knowledge in Microsoft offices skill		
	1	Tender Management • To support Global Account Management team, especially in Tender Management, and Claims & Insurance Helpdesk • Support to maintain a pricing database of current transportation rates, logistic/ distribution rates as a benchmarking tool for bids • Update rate database as well as bid templates • Update and maintain monthly tender data records • Maintain Tender Library • Other duties as assigned	01/07 - 31/08/2016		Supply Chain Management / Shipping / Logistics; Proficient Microsoft offices skill, such as MS Word, Excel and Powerpoint		

	5	Global Account Management <ul style="list-style-type: none"> To support Global Account Management team for routine duties To handle reporting, data entry, checking and PNP project Other ad hoc duties as assigned 	01/07 - 31/08/2016	HK\$8,000	Supply Chain Management / Shipping / Logistics; Proficient Microsoft offices skill, such as MS Word, Excel, Access , VBA	01/06/2016	For interested parties, please apply with a cover letter, detailed resume and the MATF application form to career@cargofe.com .
	1	Corporate Marketing <ul style="list-style-type: none"> To support Corporate Marketing team Daily random check on CRM records To assist in sales leads databank management To assist in set-up photo library (for services/people/meetings/agents) Production of monthly Corporate Marketing bulletin Development of filing system Other ad hoc duties as assigned 	01/07 - 31/08/2016		Marketing / Shipping / Logistics; Knowledge in Microsoft offices skill		
	2	IT – Software <ul style="list-style-type: none"> To support IT department Prepare system project documents, such as system requirement specification, system test cases and test plan and etc. Perform system testing for new or modified system Other duties as assigned 	01/07 - 31/08/2016		Supply Chain / Shipping / Logistics / Software development / General studies of computer science / ITIL / LEAN / DEMAIC / classroom knowledge of WMS and other areas of SCM		
	2	IT - Project Management <ul style="list-style-type: none"> To support IT department Help building Project management methodology related standards, templates and related documentation work Other duties as assigned 	01/07 - 31/08/2016		Supply Chain / Shipping / Logistics / General studies of computer science / ITIL / LEAN / DEMAIC / PMP, Prince2 or other project management studies and standards / classroom knowledge of WMS and other areas of SCM		
	2	Finance & Administration <ul style="list-style-type: none"> To support finance and administration department in Seafreight office To support daily accounting duties To perform general administration duties Other duties as assigned 	01/07 - 31/08/2016		Business Administration / Accounting; Knowledge in Microsoft offices skill, Excellent in MS Excel		
	1	Human Resources <ul style="list-style-type: none"> To support Human Resources department To support routine duties in the department To perform general administration duties Other duties as assigned 	01/07 - 31/08/2016		Human Resources / Management / Business Administration; Knowledge in Microsoft offices skill, Excellent in MS Excel; Powerpoint		

	1	<p>Group Sustainability</p> <ul style="list-style-type: none"> To design posters and such as sustainability, Anti-Corruption, improvement, Lean, 5S To prepare online training courses to support Group sustainability strategy To assist on LOOP project (Low-carbon Office Operations Program) for HK office To assist on defining 5S standard in throughout the company 	01/07/2016-31/08/2016	HK\$8,000	Communication, Environmental Science/management/ Studies/, English, Computer knowledge in particular PowerPoint	01/06/2016	For interested parties, please apply with a cover letter, detailed resume and the MATF application form to career@cargofe.com .
Chevalier Cold Storage and Logistics Limited www.chevalier-logistics.com.hk	2	<ul style="list-style-type: none"> Liaison with clients and forwarders for arranging import and export shipments Coordinate with shipping lines, airlines and terminals for cargo tracking and scheduling Arrange necessary logistics including delivery, drayage, devanning and vanning for import and export cargoes 	01/06 - 31/08/2016 (Any 2 months)	HK\$8,000-	Area of Study:- Supply Chain Management or Logistics Management or Business Administration	15/05/2016	By e-mail to: katy_sze@chevalier.com (with MATF Application Form & Resume)
Clifford Chance www.cliffordchance.com	2	Assist with transaction management in the maritime and offshore practice group; attend meetings, review correspondence, conduct, legal research, collating documents	08/08 - 02/09/2016 (4 weeks)	HK\$10,000	Law students Fluent in Chinese language skills	30/05/2016	By email to Henry Wong henry.wong@cliffordchance.com , enclosing also CV, academic transcripts and cover letter detailing your suitability for the role
CMA CGM (Hong Kong) Ltd www.cma-cgm.com	20	To provide general assistance and support to various departments	2 – 3 months (from May to Aug 2016)	HK\$150 /day	Nil	30/06/2016	Interested candidates please send your detailed resume to Human Resources Department, 17/F, Tower B, Manulife Financial Centre, 223 – 231 Wai Yip Street, Kwun Tong, Kowloon, Hong Kong By E-mail to hka.admin@cma-cgm.com
Dachser Hong Kong Ltd. www.dachser.hk (place of work for interns: Unit 1, 20th Floor, Global Gateway (Hong Kong), No. 168, Yeung Uk Road, Tsuen Wan, N.T.)	10	<ul style="list-style-type: none"> Preparation for Transportation Management System roll out Assist in daily operations and provide clerical support in air & ocean freight department Data input/collection/analysis 	Jun – Sep 2016	HK\$8,000	Applicant should study Logistics / Supply Chain Management / Business Administration disciplines	31/05/2016	By email to hrhkg@dachser.com.hk , with a cover letter and detailed resume

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 	July – Aug 2016 (2 months)	HK\$6,500 – HK\$7,000	Major in logistics/ supply chain management	17/06/2016	By email to dgf_recruit.hk@dhl.com By post: Human Resources Department L23, Tower 1 Kowloon Commerce Centre, No. 51 Kwai Cheong Road, Kwai Chung, New Territories, Hong Kong.
Fleet Management Limited http://www.fleetship.com	1	Research and update vessels / claim information. Handle documents of claims and update weekly news summary	1 to 30 June 2016	HK\$10,000	Good spoken and written English	13/05/2016	By email to terrylee@fleetship.com
FP Marine Risks Limited http://www.fp-marine.com	8	To assist in (i) handling documentation (ii) maintaining files/records (iii) collating data and preparing reports and (iv) providing administrative support to different functions	2 to 3 months between May to September 2016	HK\$8,000	Good communication skills in English and Cantonese	30/06/2016	(1) By email to jessica.bux@fp-marine.com ; or (2) By post to 26/F , The Centrium , 60 Wyndham Street , Central, HK (Attn. : HR Department)
Hankyu Hanshin Express (HK) Ltd. www.hhe-global.com	1	Sea Freight Import/Export Operating System; Booking Release; Invoicing; Warehouse/Terminal Port tour visit; cargo load planning; warehouse procedure review.	June to July 2016	HK\$7,000	Non-final year undergraduate students studying maritime-related or logistics-related discipline.	15/04/2016	Use the MATF application form and via e-mail: recruitment@hk.hh-express.com
Hongkong International Terminals Limited www.hit.com.hk	19	Please refer to the enclosed file (“HIT Summer Internship Program Recruitment Ad”)  HIT Summer Internship Program Recruitment Ad (same file)	8 weeks 20/06/2016 – 12/08/2016	HKD300 per day	Please refer to the enclosed file (“HIT Summer Internship Program Recruitment Ad”)  HIT Summer Internship Program Recruitment Ad (same file)	24/04/2016	Please refer to the enclosed file (“HIT Summer Internship Program Recruitment Ad”)  HIT Summer Internship Program Recruitment Ad (same file)
Hongkong United Dockyards Limited	7	Assist in project planning	01/06 – 31/08/2016	HK\$8,000	Not specific	15/05/2016	By email to careers@hud.com.hk
John Swire & Sons (H.K.) Ltd.	20-25	Please visit our website (www.swire.com/mt) for more details.	7 weeks (July – August 2016)	Market rate	Please visit our website (www.swire.com/mt) for more details.	17/01/2016	Application closed

KDS Global Logistics Limited	2	<ul style="list-style-type: none"> Handle Air & Ocean I/E documents and daily operation. Contact with customers, co-loaders and other parties Follow up routing orders, transshipment cargoes Responsible for shipping and transportation arrangement. Issue billing to customers Handle Warehouse Management System (WMS) Answer enquires made by customers. Formulate and Implement overall e-Business and plan for serving existing customers. 	01/06 – 31/08/2016	HK\$50-55/ hour	<ul style="list-style-type: none"> Degree in any subjects, prefer in Logistics/ Supply Chain Management Good in written & oral English Committed, team player and excellent in communication Willing to develop career in Logistics/ Supply Chain industry Year 1/ Year 2 Students are preferable Can work for full time during summer months 	20/06/2016	By email to hr@kdsglobal.net
Kuehne & Nagel Ltd. www.kn-portal.com	2	Support on seafreight, airfreight, international supply chain, key accounts, sales, contract logistics and regional teams on operations and documentations, staff movements, reportings, data entry and filing tasks.	Jun – Sep 2016	HK\$8,000	<ul style="list-style-type: none"> logistics/ Business Administration related disciplines Proficiency in MS office Fair English & Mandarin 	15/6/2016	knhkg.hr@kuehne-nagel.com
Kwong Wing Cargo Service Ltd www.transland.com.hk	4	Ecommerce, Warehousing and Shipping activities	1 month between May 2016 to September 2016	HK\$8,000	Willing to learn	15/07/2016	Send CV to info@transland.com.hk
	2	Account & office administration	1 month between May 2016 to September 2016	HK\$8,000	Willing to learn	15/07/2016	Send CV to info@transland.com.hk
Lloyd's Register Asia www.lr.org	1	Support strategic marketing team	Any 6 weeks between June to August	HK\$50/hour	University student studying in marketing, business or economics related discipline	20/05/2016	https://careers.peopleclick.com/careerscp/client_lloydsregister/external/gateway.do?functionName=viewFromLink&jobPostId=24981&localeCode=en-us
Maersk Hong Kong Limited	1	To support South China Sales team/ analyse business data	01/06- 30/09/2016	HK\$8,500	Undergraduate	TBC	Through the website of www.jjis.org.hk
	1	To Support daily Global Freight forwarder team/ analyse business data	01/06- 30/09/2016	HK\$8,500	Undergraduate	TBC	
	2	To Support HR daily operation duties	01/06- 30/09/2016	HK\$8,500	Undergraduate	TBC	
Marsh (Hong Kong) Limited	12	<p>Interns would be offered opportunities in carrying out the following tasks:</p> <ol style="list-style-type: none"> Data analysis; Assist in marketing; Handling documentation; Other ad-hoc duties with the assigned practice 	01/06-31/08/2016	HK\$8,000 plus gratuity	<ul style="list-style-type: none"> We welcome non-final year undergraduate students with a major in Business Relevant exposure to risk management, insurance, logistics, shipping, or marketing would be advantageous Strong communication skills and learning agility Fluency in English and Cantonese/Mandarin 	23/05/2016	Please send the MATF application form with a cover letter to Hr.Hongkong@marsh.com

Modern Terminals Limited http://www.modernterminals.com	4	To provide assistance in various departments related to terminal operations, including Engineering & Procurement, Operations, Human Resources etc. Duties include project coordination & planning, statistics analysis, etc.	2 months (within Jun – Aug 2016)	HK\$6,500	<ul style="list-style-type: none"> • Major in Civil, Structural or Geotechnical Engineering/ Industrial Engineering/ Logistics Management/Supply Chain Management/ Business Studies; • Good communication skills • Proficient in English and Chinese 	29/05/2016	By email: hkreuit@modernterminals.com
MOL Asia Limited http://www.molpower.com/	4	Provide clerical supports to various departments – Procurement/ Finance & Accounting/ Human Resources departments	May – Aug 2016	HK\$7,500	<ul style="list-style-type: none"> • Preferably undergraduate degree in Shipping, Logistics, Accounting, Human Resources Management or related disciplines; • Proficient in Microsoft Office such as Word, Excel, PowerPoint; • Good command of written and spoken English and Chinese. 	29/04/2016	Send cover letters and full resumes to HK_AHR_INTERN@mol-liner.com by indicating which department(s) you are applying for.
MOL Consolidation Service Limited	2	<ul style="list-style-type: none"> • Provide clerical support to various system projects; • Provide user support and trainings and perform testing for various systems; • Facilitate in creating and maintaining system documents, such as project status update, training manuals, system documents, etc.; • Carry out ad-hoc projects and assignments as required. 	May – Aug 2016	HK\$7,500	<ul style="list-style-type: none"> • Preferably undergraduate degree in Computing, Logistics, Business or related disciplines; • Proficient in Microsoft Office such as Word, Excel, PowerPoint; • Good command of written and spoken English and Chinese. 	29/04/2016	Send cover letters and full resumes to HK_AHR_INTERN@mol-liner.com
MOL (HK) Agency Limited http://www.molpower.com	6	Provide clerical supports to various departments – <ul style="list-style-type: none"> • Sales department • Customer Service department • Operations department 	May – Aug 2016	HK\$7,500	<ul style="list-style-type: none"> • Preferably undergraduate degree in Shipping, Logistics, Marketing, Communications or related disciplines; • Proficient in Microsoft Office such as Word, Excel, PowerPoint; • Good command of written and spoken English and Chinese. 	29/04/2016	Send cover letters and full resumes to HK_AHR_INTERN@mol-liner.com by indicating which department(s) you are applying for.
MOL Information Technology Asia Limited	2	<ul style="list-style-type: none"> • Assist in carrying out tasks related to computer application development and maintenance in accordance with the standards and procedures set out by MOL-IT • Create and maintain documentations by understanding project plan, design and technical documents, etc. 	May – Aug 2016	HK\$7,500	<ul style="list-style-type: none"> • Preferably undergraduate degree in Computer Science/Studies or related disciplines; • Proficient in Microsoft Office such as Word, Excel, PowerPoint; • Good command of written and spoken English and Chinese. 	31/05/2016	Send cover letters and full resumes to HK_AHR_INTERN@mol-liner.com
MOL Liner Limited http://www.molpower.com	15	Provide support services to various departments : <ul style="list-style-type: none"> • Business Process Management Department • Project Management Department • Global Accounts Department (Key accounts & sales management) 	May – Aug 2016	HK\$7,500	<ul style="list-style-type: none"> • Preferably undergraduate degree in Shipping, Logistics, Supply Chain Management, Science, Mathematics, Statistics, Marketing or related disciplines; • Proficient in Microsoft Office such as Word, Excel, PowerPoint; 	29/04/2016	Send cover letters and full resumes to HK_AHR_INTERN@mol-liner.com by indicating which department(s) you are applying for.

		<ul style="list-style-type: none"> • Liner Trade Management Departments • Equipment Management Department (Containers) • Marketing & Communications Department 			<ul style="list-style-type: none"> • Good command of written and spoken English and Chinese. 		
MTI Network (Asia) www.mtinetwork.com	1	<ul style="list-style-type: none"> • Administrative support • Conduct market and background research, prepare documents for different ad hoc projects • Maintain existing social media channels • Monitor and analyze shipping news and social media presence, generate reports 	01/06 – 31/08/2016	HK\$8,000	<ul style="list-style-type: none"> • Good command of English and Putonghua • Proficiency PC skills • Good social media knowledge 	29/04/2016	By email to mtiasia@mtinetwork.com.hk Enclosing also CV
Orient Overseas Container Line Ltd www.oocl.com	30	Pls refer to the attached job ad  OOCL_Summer Intern 2016_V2.pdf	01/06 – 31/08/2016	HK\$8,000 - HK\$10,000	Pls refer to the attached job ad  OOCL_Summer Intern 2016_V2.pdf	31/05/2016	Pls refer to the attached job ad  OOCL_Summer Intern 2016_V2.pdf
Ove Arup & Partners Hong Kong Ltd. www.arup.com	1	Our Internship training educates students with practical orientations, professional hands-on readiness and real world working experience before they graduate. Students will work directly with and support engineers of our Maritime Team in performing technical research, design and analysis while exercising intern's creativity in different Maritime related projects.	8 weeks during Jun – Aug 2016	HK\$6,000	<ul style="list-style-type: none"> • Civil engineering student who have interests to develop career in maritime • Excellent written and oral communication skills • Experience with AutoCAD and Microsoft Visio is an asset 	31/05/2016	Please apply online from our Job Application System: https://arupjobs.taleo.net/careersection/grad/jobsearch.ftl?lang=en Please search for the job – Intern (Maritime) [Job Ref.:HON00004N] (No need to use MATF application form)
Pace Global Freight Solutions Ltd www.pacelogistics.com	3	<ul style="list-style-type: none"> • Marketing • Freight & logistics operation 	03/05 – 02/06/2016	HK\$8,000	Marketing study, freight & logistics study Language skills: English, Cantonese, Putonghua speaking & writing Computer skills: Microsoft Office	01/07/2016	Send resume to christy@pacelogistics.com .
Philip Yang & Co., Ltd	1-2	Study case file and assist to do research	June to August 2016	HK\$8,000	Law major	16/05/2016	Send CV by email to philipyangly@gmail.com
Sio Chan In Devin, Barrister-at-law	1	Legal research, drafting legal documents.	23/05 – 19/06/2016	HK\$8,000	Completed year 2 law student	16/05/2016	Email to clerk@centurychambers.hk Shortlisted applicant will be informed for interview

Telemar Hong Kong Ltd. www.telemarhk.com	2	Technicians and technical support: <ul style="list-style-type: none"> • Technical support for customers. (System and IT support) • Attend vessels for installation job and repairing service. • Travel oversea for installation jobs may require. 	May - Aug 2016	HK\$8,000 – HK\$10,000	<ul style="list-style-type: none"> • -Electronic engineering • -Basic IT knowledge • -Spoken and written Engineer • -Mandarin 	15/04/2016	<ul style="list-style-type: none"> • MATF application form • Email CV to inquiry@telemarhk.com
The “Star” Ferry Co., Ltd www.starferry.com.hk	2	<ul style="list-style-type: none"> • Assisting the supervisor in daily ferry & tour operations; and clerical works • Conducting Mystery visits 	June - Aug 2016 (around 2 months)	HK\$5,000	Student of Logistic/Transport/ Shipping or related discipline	12/05/2016	<p>Please send application letter and full resume by email to admin@starferry.com.hk</p> <p>*Please quote Application for Summer Interns” on the subject.</p>
	1	<ul style="list-style-type: none"> • Assisting the supervisor in conducting civic tour, coordination of ferry and venue hire; and clerical works • Conducting Mystery visits 	June - Aug 2016 (around 2 months)	HK\$5,000	Student of Marketing/ Journalism/ Communications/ Advertising or related discipline	12/05/2016	<p>Please send application letter and full resume by email to admin@starferry.com.hk</p> <p>*Please quote Application for Summer Interns” on the subject.</p>
UDL Dredging Limited	2	The Intern will support engineers of our project team in all aspect of marine engineering projects.	2 to 3 months (within June to September)	HK\$8,000	Students in any civil engineering or related discipline	01/07/2016	Email CV or MATF application form to hr@udl.com.hk
UDL Ship Management Limited www.udl.com.hk	2	The Interns will assist in our Operation team, in handling: <ul style="list-style-type: none"> • Vessels licensing • Insurance • Documentation • 	2 to 3 months (within June to September)	HK\$8,000	Students in any disciplines	01/07/2016	Email CV or MATF application form to hr@udl.com.hk
	2	The Interns will assist in our Operation team, in handling: <ul style="list-style-type: none"> • Survey • Repair planning • Procurements 	2 to 3 months (within June to September)	HK\$8,000	Students in engineering/maritime or related field	01/07/2016	Email CV or MATF application form to hr@udl.com.hk
Wah Kwong Maritime Agency Company Limited http://www.wahkwong.com.hk	6	Rotation among different departments so as to familiarize with different operations.	2 months (July – August 2016)	HK\$9,000	Nil	15/05/2016	By email to hr@wahkwong.com.hk or by post to 24/F, Shanghai Industrial Investment Building,48-62 Hennessy Road, Wanchai, Hong Kong (Attn: HR Department)