










**Maritime and Aviation Internship Scheme**  
**Maritime-related Internship Places (Summer 2019)**  
**(as at 18.7.2019)**


Company Name & 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	Application Method  MATF_IN_FA (Maritime) (Rev1_2)
Adjuno HK Ltd. <a href="http://www.adjuno.com">www.adjuno.com</a>	2	<b>Project Management</b> <ul style="list-style-type: none"> <li>• To support project management</li> <li>• System testing of new software products, pre-launch</li> <li>• Solutions scoping and design</li> <li>• Project documentation</li> <li>• Formulating design proposals</li> </ul>	03/06 – 30/08/2019 (about 2 months of above period)	\$8,500	Supply Chain / Business IT / System Engineering / Industrial Engineering / Knowledge in SQL Server and XML	30/06/2019	For interested parties, please apply with a cover letter, detailed resume and the MATF application form to <a href="mailto:recruitHK@adjuno.com">recruitHK@adjuno.com</a>
Adjuno HK Ltd. <a href="http://www.adjuno.com">www.adjuno.com</a>	1	<b>Application Support</b> <ul style="list-style-type: none"> <li>• Assist in fulfilling customer requests</li> <li>• Diagnosis and resolution of application support incidents and problems</li> <li>• Deployment of application enhancements</li> <li>• Test software components</li> <li>• Provide configuration assistance to customers and partners</li> <li>• Assist in developing support processes and ensure up-to-date documentation</li> </ul>	03/06 – 30/08/2019 (about 2 months of above period)	\$8,500	Supply Chain / Business IT / System Engineering / Industrial Engineering / Knowledge in SQL Server and XML	30/06/2019	For interested parties, please apply with a cover letter, detailed resume and the MATF application form to <a href="mailto:recruitHK@adjuno.com">recruitHK@adjuno.com</a>
Anglo-Eastern Ship Management Limited <a href="http://www.angloeaster.com/">http://www.angloeaster.com/</a>	4	See attached  Anglo-Eastern Ship Management	3 months	\$7,000	See attached  Anglo-Eastern Ship Management	08/07/2019	Please send your CV via email: <a href="mailto:jobs.hkg@anglo-eastern.com">jobs.hkg@anglo-eastern.com</a>


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Asia Insurance Co., Ltd. <a href="http://www.asiainsurance.hk/">http://www.asiainsurance.hk/</a>	1	<ul style="list-style-type: none"> <li>To provide policy admin. &amp; clerical supports to Marine Department;</li> <li>To assist in processing the new &amp; renewal policy applications;</li> <li>To establish and maintain the document records &amp; filing system;</li> <li>To assist in data input, checking and mailing;</li> <li>To perform the ad hoc duties assigned by manager</li> </ul>	6 weeks (03/06 – 12/07/2019)	\$40-50/hr	<ul style="list-style-type: none"> <li>Fast learner with positive working attitude;</li> <li>Good commands of PC and Word processing skills</li> </ul>	15/05/2019	By email <a href="mailto:hr-asiains@afh.hk">hr-asiains@afh.hk</a>
Asia Insurance Co., Ltd. <a href="http://www.asiainsurance.hk/">http://www.asiainsurance.hk/</a>	1	<ul style="list-style-type: none"> <li>To provide policy admin. &amp; clerical supports to Marine Department;</li> <li>To assist in processing the new &amp; renewal policy applications;</li> <li>To establish and maintain the document records &amp; filing system;</li> <li>To assist in data input, checking and mailing;</li> <li>To perform the ad hoc duties assigned by manager</li> </ul>	6 weeks (15/07 – 23/08/2019)	\$40-50/hr	<ul style="list-style-type: none"> <li>Fast learner with positive working attitude;</li> <li>Good commands of PC and Word processing skills</li> </ul>	30/06/2019	By email <a href="mailto:hr-asiains@afh.hk">hr-asiains@afh.hk</a>
Bank of China Group Insurance Company Limited	3	<ol style="list-style-type: none"> <li>Assist prepare quotation and handle referrals</li> <li>Collaboration with distribution teams</li> <li>Assist to maintain underwriting guideline, rating table, policy/clause wording and respective governance framework</li> <li>Handle claims documents</li> </ol>	2 months	Around \$10,500	<ol style="list-style-type: none"> <li>Study in maritime and aviation sectors</li> <li>Good interpersonal skill</li> <li>Good spoken and written English and Chinese</li> </ol>	31/05/2019	Email resume to <a href="mailto:recruit_ins@bocgroup.com">recruit_ins@bocgroup.com</a>


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BEL Supply Chain Solutions Limited <a href="http://www.bel-intl.com">www.bel-intl.com</a>	1	<ul style="list-style-type: none"> <li>Coordinate among warehouse, order desk, delivery teams and customers for delivery</li> <li>Handle documentations, logs and invoice processing and customer enquiries</li> <li>Responsible for warehouse duties: stock-in/out processing, packing and repacking, labelling, recording, delivery arrangement etc</li> </ul>	02/05 – 31/08/2019 (Max 8 weeks)	\$8,400 (\$60/hr)	Studying logistics or supply chain related subjects	30/04/2019	Interested parties please send your application letter and detailed resume with your date of availability to <a href="mailto:shirley.chan@bel-sc.com">shirley.chan@bel-sc.com</a> .
BMT Hong Kong Limited <a href="https://www.bmt.org/">https://www.bmt.org/</a>	2	Project assistance, including <ul style="list-style-type: none"> <li>Desktop research</li> <li>Edit and perform algorithm (R/Python) for GIS analysis</li> <li>Conduct visual survey</li> <li>Maintain existing models or tools as per request</li> </ul>	01/06 – 31/08/2019	\$8,000	<ul style="list-style-type: none"> <li>Engineering background in any field is welcome;</li> <li>Good working attitude of being responsible &amp; responsive, and prompt communication on any importance</li> <li>Good reasoning and critical thinking</li> <li>Good command at English writing is required;</li> <li>Skilled in programming (e.g. C/Java/R/Python) is an advantage.</li> </ul>	30/06/2019	Email to <a href="mailto:post@bmtasia.com.hk">post@bmtasia.com.hk</a> with caption of “re: 2019 internship under MATF”
Brenda Chark & Co. <a href="http://www.brendachark.com">www.brendachark.com</a>	6	Performing legal research, filing of documents and all other administrative and professional support.	01/06 – 31/08/2019	\$8,000	Strong academic performance and inter-personal skills	13/05/2019	By email to <a href="mailto:recruit@brendachark.com">recruit@brendachark.com</a>

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cargo-partner Logistics Limited <a href="http://www.cargo-partner.com">www.cargo-partner.com</a>	1	<ul style="list-style-type: none"> <li>To assist insides sales for routines administration duties</li> <li>To follow up shipments and customer inquiries</li> <li>To join visit with BDM to known supply chain needs while dealing customer</li> <li>To create sales lead by cold call and other channels</li> <li>To prepare monthly report and analysis</li> <li>To attend exhibition to explore business opportunities</li> </ul>	03/06 – 31/08/2019	\$8,000	Studying Logistics Supply Chain or related subjects	Closed	Closed
cargo-partner Logistics Limited <a href="http://www.cargo-partner.com">www.cargo-partner.com</a>	1	<ul style="list-style-type: none"> <li>To assist daily customer shipments and enquiries</li> <li>To support warehouse administrative work</li> <li>To update SOP and other related documentation of major customers</li> <li>To assist in new project implementation</li> <li>To assist to prepare ISO documents</li> </ul>	03/06 – 31/08/2019	\$8,000	Studying Logistics Supply Chain or related subjects	Closed	Closed
Cargo Services Far East Ltd. <a href="http://www.cargofe.com">www.cargofe.com</a>	2	<p><b><u>Operations &amp; Warehouse Logistics</u></b></p> <ul style="list-style-type: none"> <li>To support Operations and Documentation department</li> <li>To support warehouse operation flow</li> <li>To handle shipping documents, data entry, reporting and filing</li> </ul>	17/06 – 31/08/2019	\$8,500	<ul style="list-style-type: none"> <li>Supply Chain Management / Shipping / Logistics;</li> <li>Proficient Microsoft offices skill, such as MS Word, Excel and Powerpoint</li> </ul>	30/06/2019	For interested parties, please apply with a cover letter, detailed resume and the MATF application form to <a href="mailto:career@cargofe.com">career@cargofe.com</a>


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Cargo Services Far East Ltd. <a href="http://www.cargofe.com">www.cargofe.com</a>	1	<b>Tender Management</b> <ul style="list-style-type: none"> <li>To support Global Account Management team, especially in Tender Management, and Claims &amp; Insurance Helpdesk</li> <li>Support to maintain a pricing database of current transportation rates, logistic/ distribution rates as a benchmarking tool for bids</li> <li>Update rate database as well as bid templates</li> <li>Update and maintain monthly tender data records</li> <li>Maintain Tender Library</li> <li>Other duties as assigned</li> </ul>	17/06 – 31/08/2019	\$8,500	<ul style="list-style-type: none"> <li>Supply Chain Management / Shipping / Logistics;</li> <li>Proficient Microsoft offices skill, such as MS Word, Excel and Powerpoint</li> </ul>	30/06/2019	For interested parties, please apply with a cover letter, detailed resume and the MATF application form to <a href="mailto:career@cargofe.com">career@cargofe.com</a>
Cargo Services Far East Ltd. <a href="http://www.cargofe.com">www.cargofe.com</a>	7	<b>Global Account Management</b> <ul style="list-style-type: none"> <li>To support Global Account Management team for routine duties</li> <li>To handle reporting, data entry, checking and PNP project</li> <li>Other ad hoc duties as assigned</li> </ul>	02/07 – 30/08/2019	\$8,500	<ul style="list-style-type: none"> <li>Supply Chain Management / Shipping / Logistics;</li> <li>Proficient Microsoft offices skill, such as MS Word, Excel and Powerpoint</li> </ul>	30/06/2019	For interested parties, please apply with a cover letter, detailed resume and the MATF application form to <a href="mailto:career@cargofe.com">career@cargofe.com</a>
Cargo Services Far East Ltd. <a href="http://www.cargofe.com">www.cargofe.com</a>	2	<b>Corporate Marketing</b> <ul style="list-style-type: none"> <li>To support Corporate Marketing team</li> <li>Daily random check on CRM records</li> <li>To assist in sales leads databank management</li> <li>To assist in set-up photo library (for services / people / meetings / agents)</li> <li>Production of monthly Corporate Marketing bulletin</li> <li>Development of filing system</li> <li>Other ad hoc duties as assigned</li> </ul>	17/06 – 31/08/2019	\$8,500	<ul style="list-style-type: none"> <li>Marketing / Shipping / Logistics;</li> <li>Knowledge in Microsoft offices skill</li> </ul>	30/06/2019	For interested parties, please apply with a cover letter, detailed resume and the MATF application form to <a href="mailto:career@cargofe.com">career@cargofe.com</a>


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Cargo Services Far East Ltd. <a href="http://www.cargofe.com">www.cargofe.com</a>	3	<b><u>IT - Software/Project Management/Process</u></b> <ul style="list-style-type: none"><li>• To support IT department</li><li>• Prepare system project documents, such as system requirement specification, system test cases and test plan and etc.</li><li>• Perform system testing for new or modified system</li><li>• To assist building Project management methodology related standards, templates and related documentation work</li><li>• Other duties as assigned</li></ul>	17/06 – 31/08/2019	\$8,500	System Engineering / Industrial Engineering / Information Technology / Computer science / classroom knowledge of WMS and other areas of SCM	30/06/2019	For interested parties, please apply with a cover letter, detailed resume and the MATF application form to <a href="mailto:career@cargofe.com">career@cargofe.com</a>
Cargo Services Far East Ltd. <a href="http://www.cargofe.com">www.cargofe.com</a>	1	<b><u>Human Resources</u></b> <ul style="list-style-type: none"><li>• To support Human Resources department</li><li>• To support routine duties in the department</li><li>• To perform general administration duties</li><li>• Other duties as assigned</li></ul>	17/06 – 31/08/2019	\$8,500	<ul style="list-style-type: none"><li>• Human Resources / Management / Business Administration;</li><li>• Knowledge in Microsoft offices skill</li></ul>	30/06/2019	For interested parties, please apply with a cover letter, detailed resume and the MATF application form to <a href="mailto:career@cargofe.com">career@cargofe.com</a>
Cargo Services Far East Ltd. <a href="http://www.cargofe.com">www.cargofe.com</a>	2	<b><u>Finance</u></b> <ul style="list-style-type: none"><li>• To support finance department</li><li>• To perform filing, data entry duties, and daily accounting duties</li><li>• Other duties as assigned</li></ul>	02/07 – 30/08/2019	\$8,500	<ul style="list-style-type: none"><li>• Business Administration / Accounting;</li><li>• Knowledge in Microsoft offices skill, Excellent in MS Excel</li></ul>	30/06/2019	For interested parties, please apply with a cover letter, detailed resume and the MATF application form to <a href="mailto:career@cargofe.com">career@cargofe.com</a>
Chevalier AOC Freight Express Holdings Limited <a href="https://aochk.com">https://aochk.com</a>	3	Assistance and strategic recommendations to logistics and freight forwarding operations	01/06 – 31/08/2019 (subject to change)	\$8,000 – \$9,000	Students studying in Supply Chain Management, Logistics Engineering, Industrial Engineering	03/05/2019	Email to <a href="mailto:paultsang@aochk.com">paultsang@aochk.com</a> enclosing MATF application form and resume.





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Chevalier AOC Freight Express Holdings Limited <a href="https://aochk.com">https://aochk.com</a>	2	Suggestion and implementation of advanced technology adoption in improving logistics operations	01/06 – 31/08/2019 (subject to change)	\$8,000 – \$9,000	Students studying in Supply Chain Management, Logistics Engineering, Industrial Engineering	03/05/2019	Email to <a href="mailto:paultsang@aochk.com">paultsang@aochk.com</a> enclosing MATF application form and resume.
China Maritime Arbitration Commission Hong Kong Arbitration Center	2	<ul style="list-style-type: none"> <li>• Administering arbitration case</li> <li>• Promoting the services of CMAC HK through public speaking engagements;</li> <li>• Representing CMAC HK at external meetings and events;</li> <li>• Organizing conferences and seminars; and</li> <li>• Publishing material on current issues in international arbitration and other forms of dispute settlement.</li> </ul>	01/05 – 01/09/2019	\$4,000 (\$200 per day)	<ul style="list-style-type: none"> <li>• University degree in law;</li> <li>• Excellent in spoken and written in both English and Chinese;</li> <li>• Good legal analysis, drafting skills, and attention to detail;</li> <li>• Good marketing skills, including designing flyers for events;</li> <li>• A pro-active, highly responsible and problem-solving work ethic; and</li> <li>• Good interpersonal skills, including the ability to work effectively in a team setting.</li> </ul>	20/06/2019	By email: <a href="mailto:hk@cieta.org">hk@cieta.org</a>  Cc: <a href="mailto:mengyangzi@cieta.org">mengyangzi@cieta.org</a>
DACHSER Far East Limited <a href="http://www.dachser.hk">www.dachser.hk</a>	1	<p><b><u>Regional Human Resources Department</u></b></p> <p>(1) Assist in daily HR operations (2) Handle reports including headcount, attendance etc (3) Assist in HR related project</p>	03/06 – 30/08/2019	\$8,500	Applicants should <ul style="list-style-type: none"> <li>• be undergraduate student pursuing bachelor’s degree in HR related field;</li> <li>• be energetic, a fast learner, proactive yet detail-oriented;</li> <li>• have an excellent command of written and spoken Cantonese, English; and</li> <li>• be proficient in computer applications including MS Word, Excel &amp; PowerPoint</li> </ul>	05/07/2019	By email the full resume to <a href="mailto:HR.APAC-ASL@dachser.com">HR.APAC-ASL@dachser.com</a>


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DACHSER Far East Limited <a href="http://www.dachser.hk">www.dachser.hk</a>	1	<b><u>Regional Ocean Freight Pricing Department</u></b> (1) Market intelligence and reporting <ul style="list-style-type: none"> <li>• contacting suppliers in Asia for the most updated charges in all locations cover by far east</li> <li>• collecting all data on hand and advice which suppliers to be used in short run</li> </ul> (2) Product matrix <ul style="list-style-type: none"> <li>• contacting suppliers in Asia for the most updated person in charge to enhance efficient communication</li> </ul>	03/06 – 30/08/2019	\$8,500	Applicants should <ul style="list-style-type: none"> <li>• be undergraduate student pursuing bachelor’s degree in related field;</li> <li>• be passionate to build a career in logistics industry after graduation;</li> <li>• be energetic, a fast learner, proactive yet detail-oriented;</li> <li>• have an excellent command of written and spoken Cantonese, English; and</li> <li>• be proficient in computer applications including MS Word, Excel &amp; PowerPoint</li> </ul>	30/04/2019	By email the full resume to <a href="mailto:HR.APAC-ASL@dachser.com">HR.APAC-ASL@dachser.com</a>
DES Chambers (SIO CHAN IN DEVIN, Barrister-at-Law)	5	<ul style="list-style-type: none"> <li>• Legal research</li> <li>• Trial preparation</li> <li>• Court attendance</li> <li>• Preparation for maritime career talks</li> </ul>	01/05 – 30/09/2019 (1 per every 4 weeks)	\$8,000	Written and oral Chinese (Cantonese and Putonghua) and English	Nil	Email to <a href="mailto:secretary@devinsio.hk">secretary@devinsio.hk</a>
DHL Global Forwarding (HK) Limited <a href="http://www.dhl.com">www.dhl.com</a>	10	<ul style="list-style-type: none"> <li>• Support daily operation including data input, data verification, documentation preparation</li> <li>• Handle export &amp; import freight shipment</li> <li>• Support in team projects</li> <li>• Handle general telephone enquiries</li> </ul>	Within Jul – Aug 2019	\$7,000 – 7,500	Major in logistics / supply chain management	31/05/2019	By email: <a href="mailto:dgf_recruit.hk@dhl.com">dgf_recruit.hk@dhl.com</a>  By post: Human Resources Department 4/F, EDGE, Nos. 30-34 Kwai Wing Road, Kwai Chung, New Territories, Hong Kong
Ensign Freight Ltd. <a href="http://www.ensignfreight.com">www.ensignfreight.com</a>	4	Marketing research & marketing project	03/06 – 31/07/2019	\$8,000	<ul style="list-style-type: none"> <li>• Logistics knowledge</li> <li>• Computer knowledge</li> <li>• Fluent English / Mandarin</li> </ul>	06/05/2019	Email to <a href="mailto:pat.admin@ensignfreight.com">pat.admin@ensignfreight.com</a>





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Expeditors Hong Kong Limited <a href="http://www.expeditors.com">www.expeditors.com</a>	7	<b>Ocean Division</b> <ul style="list-style-type: none"><li>To handle document collection and distribution in accordance with our operations procedure and customers' requirement</li><li>To be responsible for order taking and pick up arrangements</li><li>To monitor the filing system and computerized database</li></ul>	14/05 – 31/08/2019 (3 months)	\$52/hr (~approx. \$8,000-\$9,000 per month)	Applicant should <ol style="list-style-type: none"><li>Study in Higher Diploma/ Associate Degree / Degree programmes (non-final year students);</li><li>Have good command of spoken and written English</li><li>Working location at Kowloon Bay</li><li>Standard working hour: 9:00-18:00 (Mon to Fri)</li></ol>	Mid-Jun 2019	By email to <a href="mailto:hkgpersonnel@expeditors.com">hkgpersonnel@expeditors.com</a> with MATF application form
Expeditors Hong Kong Limited <a href="http://www.expeditors.com">www.expeditors.com</a>	3	<b>Customs Brokerage</b> <ul style="list-style-type: none"><li>To handle customer declaration and associated tasks</li><li>To handle document collection and distribution in accordance with our operations procedure and customers' requirement</li><li>To be responsible for order taking and pick up arrangements</li><li>To monitor the filing system and computerized database</li></ul>	14/05 – 31/08/2019 (3 months)	\$52/hr (~approx. \$8,000-\$9,000 per month)	Applicant should <ol style="list-style-type: none"><li>Study in Higher Diploma/ Associate Degree / Degree programmes (non-final year students);</li><li>Have good command of spoken and written English</li><li>Working location at Kowloon Bay</li><li>Standard working hour: 9:00-18:00 (Mon to Fri)</li></ol>	Mid-Jun 2019	By email to <a href="mailto:hkgpersonnel@expeditors.com">hkgpersonnel@expeditors.com</a> with MATF application form
FP Marine Risks Limited <a href="http://www.fp-marine.com">www.fp-marine.com</a>	9	To assist in <ol style="list-style-type: none"><li>handling documentation</li><li>maintaining files/ records</li><li>collating data and preparing reports</li><li>providing administrative support to different functions</li><li>System UAT</li></ol>	May – Sep 2019 (2 – 3 months)	\$8,000	<ol style="list-style-type: none"><li>Good communication skills in English and Cantonese</li><li>Good knowledge of MS Word, Excel &amp; Outlook</li></ol>	30/06/2019	<ol style="list-style-type: none"><li>By email to <a href="mailto:vera.tang@fp-marine.com">vera.tang@fp-marine.com</a>; or</li><li>By post to 35/F, Citicorp Centre, 18 Whitfield Road, Causeway Bay, Hong Kong Attn to: HR Department</li></ol>
Golden Fortune Shipping Co., Ltd. <a href="http://www.gofor.com">www.gofor.com</a>	3	<ul style="list-style-type: none"><li>Exposure to shipping documentation and operation</li><li>Assisting to project logistics</li><li>Assisting to Cost analysis</li></ul>	01/06 - 31/08/2019	\$10,000	Major in logistics preferred	20/05/2019	Application submitted by email to <a href="mailto:xcn@gofor.com">xcn@gofor.com</a>


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Hankyu Hanshin Express (HK) Ltd. <a href="https://www.hhe-global.com/">https://www.hhe-global.com/</a>	2	<b>Sea Freight</b> (1) Handle Sea Import and Sea Export shipment (2) Data input shipping instruction into the system (3) Introduction of our Sea Warehouse Operation workflow and Visit Hong Kong Terminal port (4) Communication with overseas office and local customer for booking release (5) Introduction of Daily Operation for Sea Freight Department (6) Handle daily operation of Sea Freight import and export shipment	59 days	\$8,000	Nil	01/08/2019	Please specify the vacancy name (e.g. <b>Sea Export internship</b> ) to <a href="mailto:recruitment@hk.hh-express.com">recruitment@hk.hh-express.com</a>
Hankyu Hanshin Express (HK) Ltd. <a href="https://www.hhe-global.com/">https://www.hhe-global.com/</a>	1	<b>Sales &amp; Marketing</b> (1) Help to prepare sales & marketing materials (2) Provide administrative support to the Sales & Marketing Department (3) Assist the team with ad-hoc tasks	59 days	\$8,000	(1) Excellent communication and interpersonal skills (2) Good command in written and spoken English and Chinese (3) Proficient in MS Word, Excel, PowerPoint and Chinese word processing (4) Strong sense of responsibility (5) Able to work under pressure and handle multi-tasks	01/08/2019	Please specify the vacancy name (e.g. <b>Sales &amp; Marketing internship</b> ) to <a href="mailto:recruitment@hk.hh-express.com">recruitment@hk.hh-express.com</a>
Hankyu Hanshin Express (HK) Ltd. <a href="https://www.hhe-global.com/">https://www.hhe-global.com/</a>	1	<b>AEOPS</b> Assist for daily OPS job (issue invoice, daily check flight, filing, prepare & update HAWB details, adhoc assignment)	59 days	\$8,000	Major in Logistics and related subjects, good interpersonal communication and independent, good in English and Cantonese	01/08/2019	Please specify the vacancy name (e.g. <b>AEOPS internship</b> ) to <a href="mailto:recruitment@hk.hh-express.com">recruitment@hk.hh-express.com</a>


Company Name & 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	Application Method  MATF_IN_FA (Maritime) (Rev1_2)
Hankyu Hanshin Express (HK) Ltd. <a href="https://www.hhe-global.com/">https://www.hhe-global.com/</a>	1	<b>MIS</b> (1) Perform as quality assurance for system testing (2) Prepare and maintain user related documentations (3) Support & facilitate team lead in system planning, monitoring and reporting to ensure project success	59 days	\$8,000	Nil	01/08/2019	Please specify the vacancy name (e.g. <b>MIS internship</b> ) to <a href="mailto:recruitment@hk.hh-express.com">recruitment@hk.hh-express.com</a>
Hill Dickinson Hong Kong <a href="http://www.hilldickinson.com">www.hilldickinson.com</a>	4	Assisting fee earners on legal matter as necessary – Shipping / Arbitration / Litigation	May – Sep 2019 (subject to availability – one intern in one time)	\$1,000/week	Nil	N/A	Email full application to <a href="mailto:calvin.chan@hilldickinson.com">calvin.chan@hilldickinson.com</a>
Hong Kong and Kowloon Ferry Holdings Limited <a href="http://www.hkkf.com.hk">www.hkkf.com.hk</a>	2	<ul style="list-style-type: none"> <li>• Conducting Mystery visits on ferries</li> <li>• Monitoring CCTV</li> <li>• Handling enquires from passengers at piers</li> <li>• Assisting duty staff to monitor and regulate the order of passengers at piers</li> <li>• General support to administration and operations</li> <li>• Performing other duties as assigned by supervisors</li> </ul>	2-3 months	\$8,000 - \$9,000	<ul style="list-style-type: none"> <li>• Good command of written and spoken English and Chinese</li> <li>• Willing to learn with detail-minded and good interpersonal skills</li> <li>• Proficient in PC applications including MS Word, Excel and Chinese word processing</li> </ul>	13/05/2019	Email to <a href="mailto:info@hkkf.com.hk">info@hkkf.com.hk</a>
Hongkong International Terminals Limited <a href="http://Hit.com.hk">Hit.com.hk</a>	16	Please refer to the enclosed file (“HIT Summer Internship Program 2019 Recruitment Advertisement”)  HIT.pdf	17/06 – 09/08/2019 (8 weeks)	\$320 per working day (To be reviewed)	Please refer to the enclosed file (“HIT Summer Internship Program 2019 Recruitment Advertisement”)  HIT.pdf	24/04/2019	Please refer to the enclosed file (“HIT Summer Internship Program 2019 Recruitment Advertisement”)  HIT.pdf

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Hongkong United Dockyards Limited <a href="http://www.hud.com.hk">www.hud.com.hk</a>	14	Provide support to respective department	May – Sep 2019	\$8,000	<ul style="list-style-type: none"> <li>• Willing to learn</li> <li>• Detail-minded</li> <li>• Good communication skills</li> </ul>	30/04/2019	Submit the MATF form or send CV to <a href="mailto:careers@hud.com.hk">careers@hud.com.hk</a>
KC Maritime Hong Kong Limited	1	Commercial Shipping	01/07 – 30/09/2019	\$10,000	Data gathering , analysis and modelling	31/05/2019	Email: <a href="mailto:omm@kcmaritime.com">omm@kcmaritime.com</a>
Kintetsu World Express (HK) Limited <a href="http://www.kwehkg.com.hk">www.kwehkg.com.hk</a>	4	<ul style="list-style-type: none"> <li>• Assist in daily operations</li> <li>• Support administrative functions and maintain filing system</li> <li>• Perform other supportive ad hoc duties as assigned</li> </ul>	May – Aug 2019 (2 months)	\$8,000 - \$9,000	<ul style="list-style-type: none"> <li>• Secondary six graduates or above, preferably non-final year undergraduates in Business Administration, Aviation, Logistics, Supply Chain Management or other related disciplines</li> <li>• Responsible and mature with good interpersonal and communication skills</li> <li>• Good command of English and Chinese in both written and spoken forms</li> <li>• Proficient in office applications</li> </ul>	15/07/2019	By email to <a href="mailto:kwehkg.recruit@kwe.com">kwehkg.recruit@kwe.com</a> with a covering letter and resume
Kuehne & Nagel Limited <a href="http://www.kuehne-nagel.com">www.kuehne-nagel.com</a>	17	<ul style="list-style-type: none"> <li>• Support operational / documentation works for seafreight, airfreight, supply chain administration areas</li> <li>• Assist in report preparation and projects</li> <li>• Provide logistics/ marketing support</li> </ul>	May – Aug 2019	\$8,000	<ul style="list-style-type: none"> <li>• Logistics/ Supply Chain/ HR/ Business Administration related disciplines</li> <li>• Proficiency in MS office</li> <li>• Fair English &amp; Mandarin</li> </ul>	06/06/2019	By email to <a href="mailto:hongkong.jobs@kuehne-nagel.com">hongkong.jobs@kuehne-nagel.com</a>
Kwong Wing Cargo Service Limited <a href="http://www.transland.com.hk">www.transland.com.hk</a>	6	Ecommerce, Warehouse and Shipping activities	Apr – Sep 2019 (1 – 3 months)	\$9,300	Willing to learn	Anytime	Send CV to <a href="mailto:info@transland.com.hk">info@transland.com.hk</a>


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Kwong Wing Cargo Service Limited <a href="http://www.transland.com.hk">www.transland.com.hk</a>	4	Account & office administration	Apr – Sep 2019 (1 – 3 months)	\$9,300	Willing to learn	Anytime	Send CV to <a href="mailto:info@transland.com.hk">info@transland.com.hk</a>
Kwong Wing Cargo Service Limited <a href="http://www.transland.com.hk">www.transland.com.hk</a>	2	Sales & Marketing	Apr – Sep 2019 (1 – 3 months)	\$9,300	Willing to learn	Anytime	Send CV to <a href="mailto:info@transland.com.hk">info@transland.com.hk</a>
Landbridge Holdings Limited	4	<b>Marine &amp; Technical Dept</b> <ul style="list-style-type: none"> <li>• Assist Marine Manager to prepare               <ol style="list-style-type: none"> <li>(1) audit documents</li> <li>(2) Safety Requirement</li> <li>(3) Assist to keep all communications files, Safety committee minutes, Corrective/ and follow up actions of the office and all vessels of the fleet</li> </ol> </li> <li>• Assist technical manager               <ol style="list-style-type: none"> <li>(1) contact with suppliers for Ship daily supplies</li> <li>(2) Assist to process invoices for payment</li> <li>(3) Assist to compile all technical reports/forms as required by External parties</li> </ol> </li> </ul>	Imm – 31/08/2019	\$7,000 – \$8,000	Prefer bachelor student in Marine related	07/06/2019	Please send resume to <a href="mailto:jasmineau@landbridge.com.hk">jasmineau@landbridge.com.hk</a>
Latitude Brokers Limited <a href="http://www.latitudebrokers.com">www.latitudebrokers.com</a>	1	Data entry into Global (Insurance broking application) and prepare documentation	15/06 – 31/08/2019	\$8,000	Business Administration / Commerce / Finance	31/05/2019	Email: <a href="mailto:recruit@latitudebrokers.com">recruit@latitudebrokers.com</a>


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Logistics System Ltd <a href="http://www.logisticssystem.com">www.logisticssystem.com</a>	2	<ul style="list-style-type: none"> <li>Design and develop new system</li> <li>Develop application or system program and corresponding data schema change for software implementation</li> <li>Perform application deployment to various environment for UAT and production</li> </ul>	01/05 – 31/08/2019	Negotiable	<ul style="list-style-type: none"> <li>Interest in Big data AI and Visualization</li> <li>Good at Excel</li> <li>Computer Science or Engineering background</li> </ul>	31/05/2019	Please send Resume to <a href="mailto:leo@logisticssystem.com">leo@logisticssystem.com</a>
Maersk Hong Kong Limited <a href="http://www.maersk.com">www.maersk.com</a>	1	<ul style="list-style-type: none"> <li>Credit Strategy Review</li> <li>Coordinate input from GSC/Area/Region</li> <li>Data crunching and Excel/Power BI as key technical skills</li> </ul>	12 weeks	\$8,500	<ul style="list-style-type: none"> <li>Good research &amp; analytical skills, relevant education preferred</li> <li>Fluent in written and spoken English</li> <li>A fast learner</li> <li>Strong in communication and interpersonal skills</li> </ul>	20/04/2019	Submit the MATF application form to Corist Chan. <a href="mailto:corist.chan@maersk.com">corist.chan@maersk.com</a>
Maersk Hong Kong Limited <a href="http://www.maersk.com">www.maersk.com</a>	1	<ul style="list-style-type: none"> <li>Consolidate Container sales customer base in ASIA</li> <li>Analyse and determine price and volume trends</li> </ul>	12 weeks	\$8,500	<ul style="list-style-type: none"> <li>Good research &amp; analytical skills, marketing major preferred</li> <li>Fluent in written and spoken English</li> <li>A fast learner</li> <li>Strong in communication and interpersonal skills</li> </ul>	20/04/2019	Submit the MATF application form to Corist Chan <a href="mailto:corist.chan@maersk.com">corist.chan@maersk.com</a>
Marsh (Hong Kong) Limited <a href="http://www.hongkong.marsh.com">www.hongkong.marsh.com</a>	10	<p>Interns would be offered opportunities in carrying out the following tasks:</p> <ol style="list-style-type: none"> <li>Data analysis;</li> <li>Assist in marketing;</li> <li>Handling documentation;</li> <li>Other ad-hoc duties with the assigned practice</li> </ol>	01/06 – 30/09/2019 (about 2-3 months within above period)	\$8,000 plus gratuity	<ul style="list-style-type: none"> <li>We welcome non-final year undergraduate students with a major in Business or Finance</li> <li>Relevant exposure to risk management, insurance, logistics, or marketing would be advantageous</li> <li>Strong communication skills and learning agility</li> <li>Fluency in English and Cantonese/Mandarin</li> </ul>	31/05/2019	Please send the MATF application form with a cover letter to <a href="mailto:hr.hongkong@marsh.com">hr.hongkong@marsh.com</a>





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MIQ Logistics Hong Kong Limited <a href="http://www.miq.com">www.miq.com</a>	1	To assist Ocean Team (for clerical support)	Any 3 months	\$7,000 - \$9,000	<ul style="list-style-type: none"> <li>• Applicants should study in Logistics disciplines, HR Management, Marketing or Information Technology disciplines</li> <li>• Have knowledge in MS Offices</li> <li>• Good communication, presentation and interpersonal skill</li> </ul>	N/A	By email to: <a href="mailto:#recruit.hk@miq.com">#recruit.hk@miq.com</a> with resume and MATF application form.
MIQ Logistics Hong Kong Limited <a href="http://www.miq.com">www.miq.com</a>	1	To assist HR Team (for clerical support)	Any 3 months	\$7,000 - \$9,000	<ul style="list-style-type: none"> <li>• Applicants should study in Logistics disciplines, HR Management, Marketing or Information Technology disciplines</li> <li>• Have knowledge in MS Offices</li> <li>• Good communication, presentation and interpersonal skill</li> </ul>	N/A	By email to: <a href="mailto:#recruit.hk@miq.com">#recruit.hk@miq.com</a> with resume and MATF application form.
MIQ Logistics Hong Kong Limited <a href="http://www.miq.com">www.miq.com</a>	1	To assist Sales Team (for clerical support)	Any 3 months	\$7,000 - \$9,000	<ul style="list-style-type: none"> <li>• Applicants should study in Logistics disciplines, HR Management, Marketing or Information Technology disciplines</li> <li>• Have knowledge in MS Offices</li> <li>• Good communication, presentation and interpersonal skill</li> </ul>	N/A	By email to: <a href="mailto:#recruit.hk@miq.com">#recruit.hk@miq.com</a> with resume and MATF application form.
MIQ Logistics Hong Kong Limited <a href="http://www.miq.com">www.miq.com</a>	1	To assist Finance Team (for clerical support)	Any 3 months	\$7,000 - \$9,000	<ul style="list-style-type: none"> <li>• Applicants should study in Logistics disciplines, HR Management, Marketing or Information Technology disciplines</li> <li>• Have knowledge in MS Offices</li> <li>• Good communication, presentation and interpersonal skill</li> </ul>	N/A	By email to: <a href="mailto:#recruit.hk@miq.com">#recruit.hk@miq.com</a> with resume and MATF application form.


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MIQ Logistics Hong Kong Limited <a href="http://www.miq.com">www.miq.com</a>	3	To assist IT Team (for clerical support)	Any 3 months	\$7,000 - \$9,000	<ul style="list-style-type: none"> <li>• Applicants should study IT or related disciplines</li> <li>• will help on the data analysis for the shipment data or other operation data</li> <li>• ad-hoc IT related tasks as required</li> <li>• with good reporting and problem analysis skill</li> </ul>	N/A	By email to: <a href="mailto:#recruit.hk@miq.com">#recruit.hk@miq.com</a> with resume and MATF application form.
Modern Terminals Limited <a href="http://www.modernterminals.com">http://www.modernterminals.com</a>	3	<ul style="list-style-type: none"> <li>• Assist in Cathodic Protection Replacement Works for quay piles, e.g. helping to prepare tender document preparation and tender evaluation, reviewing sacrificial anode design</li> <li>• Assist in the preparation of preparation of General Building Plan for submission to Buildings Department</li> <li>• Assist in the enhancement of Document Management System</li> </ul>	Jun – Aug 2019 (2 months)	\$7,200	<ul style="list-style-type: none"> <li>• Undergraduate in Civil Engineering or related discipline</li> <li>• Knowledge of MS office, Autocad</li> </ul>	15/05/2019	By email: <a href="mailto:recruitment@modernterminals.com">recruitment@modernterminals.com</a>
Modern Terminals Limited <a href="http://www.modernterminals.com">http://www.modernterminals.com</a>	1	<ul style="list-style-type: none"> <li>• Assist in report compilation, claims handling, health tips posting</li> <li>• Support SAP SuccessFactor end-user training such as preparing training material, arranging training enrollment etc.</li> <li>• Provide clerical support to the team</li> </ul>	Jun – Aug 2019 (2 months)	\$7,200	<ul style="list-style-type: none"> <li>• Undergraduate in Business Administration or related discipline</li> <li>• Chinese and English Word Processing</li> <li>• Knowledge of MS office</li> <li>• Detail-minded and well-organized</li> <li>• Diligent, prudent and willing to learn</li> </ul>	15/05/2019	By email: <a href="mailto:recruitment@modernterminals.com">recruitment@modernterminals.com</a>





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Modern Terminals Limited <a href="http://www.modernterminals.com">http://www.modernterminals.com</a>	1	<ul style="list-style-type: none"> <li>• Provide administrative support to the team</li> <li>• Arrange logistics and provide on-site support on staff activities</li> </ul>	Jun – Aug 2019 (2 months)	\$7,200	<ul style="list-style-type: none"> <li>• Undergraduate in any disciplines</li> <li>• Chinese and English Word Processing</li> <li>• Knowledge of MS office</li> <li>• Good interpersonal and communication skills</li> <li>• Positive, cheerful, proactive</li> </ul>	15/05/2019	By email: <a href="mailto:recruitment@modernterminals.com">recruitment@modernterminals.com</a>
MOL Consolidation Service Ltd. <a href="http://www.molconsolidation.com">www.molconsolidation.com</a>	9	<ul style="list-style-type: none"> <li>• Provide general assistance and supports to: – <b>(1) Finance &amp; Accounting, (2) Information Technology, or (3) Sales &amp; Marketing Department</b></li> <li>• Participate in system update project;</li> <li>• Assist in maintaining filing system;</li> <li>• Carry out ad-hoc projects and assignments as required.</li> </ul>	May – Aug 2019	\$9,000	<ul style="list-style-type: none"> <li>• Preferably undergraduate degree in Logistics, Shipping, Supply Chain Management, Accounting, Computing, or related disciplines;</li> <li>• Proficient in Microsoft Office such as Word, Excel, PowerPoint;</li> <li>• Good command of written and spoken English and Chinese.</li> </ul>	31/05/2019	Send cover letters and full resumes to <a href="mailto:HK-HRM-INTERN@molgroup.com">HK-HRM-INTERN@molgroup.com</a> by <b>indicating which department(s) you are applying for.</b>
MOL Hong Kong Ltd. <a href="https://www.mol.co.jp/en">https://www.mol.co.jp/en</a>	5	<ul style="list-style-type: none"> <li>• Provide general assistance and supports to: – <b>(1) Finance &amp; Accounting, or (2) Human Resources Department</b></li> <li>• Assist in maintaining filing system;</li> <li>• Carry out ad-hoc projects and assignments as required.</li> </ul>	May – Aug 2018	\$9,000	<ul style="list-style-type: none"> <li>• Preferably undergraduate degree in Accounting, Human Resources Management, Shipping, Logistics, Supply Chain Management or related disciplines;</li> <li>• Proficient in Microsoft Office such as Word, Excel, PowerPoint;</li> <li>• Good command of written and spoken English and Chinese.</li> </ul>	31/05/2019	Send cover letters and full resumes to <a href="mailto:HK-HRM-INTERN@molgroup.com">HK-HRM-INTERN@molgroup.com</a> by <b>indicating which department(s) you are applying for.</b>


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MOL Information Technology Asia Ltd. <a href="https://www.mol.co.jp/en">https://www.mol.co.jp/en</a>	4	<ul style="list-style-type: none"> <li>• Provide general assistance and supports to: – <b>(1) Business Consulting Team;</b> or <b>(2) Infrastructure and Operations Team;</b></li> <li>• Provide user support and trainings, and perform testing for various systems;</li> <li>• Carry out ad-hoc projects and assignments as required.</li> </ul>	May – Aug 2019	\$9,000	<ul style="list-style-type: none"> <li>• Preferably undergraduate degree in Computer Science, Computing, Information Engineering, Statistics, Data Science, Mathematics, Internet or related disciplines;</li> <li>• Proficient in Microsoft Office such as Word, Excel, PowerPoint;</li> <li>• Good command of written and spoken English and Chinese.</li> </ul>	31/05/2019	Send cover letters and full resumes to <a href="mailto:HK-HRM-INTERN@molgroup.com">HK-HRM-INTERN@molgroup.com</a> by <b>indicating which department(s) you are applying for.</b>
MOL Worldwide Logistics, Ltd. <a href="https://www.mol.co.jp/en">https://www.mol.co.jp/en</a>	1	<ul style="list-style-type: none"> <li>• Provide general assistance and supports to the NVOCC Headquarter Administration, Global Procurement &amp; Pricing and/or Application Support Department.</li> <li>• Assist in maintaining filing system;</li> <li>• Carry out ad-hoc projects and assignments as required.</li> </ul>	May – Aug 2019	\$9,000	<ul style="list-style-type: none"> <li>• Preferably undergraduate degree in Logistics, Shipping, Supply Chain Management, Computing, or related disciplines;</li> <li>• Proficient in Microsoft Office such as Word, Excel, PowerPoint;</li> <li>• Good command of written and spoken English and Chinese.</li> </ul>	31/05/2019	Send cover letters and full resumes to <a href="mailto:HK-HRM-INTERN@molgroup.com">HK-HRM-INTERN@molgroup.com</a> by indicating reference code “MWL” in the email subject.
New World First Ferry Services Limited <a href="http://www.nwff.com.hk">www.nwff.com.hk</a>	1	<ul style="list-style-type: none"> <li>• Provide administrative support to Human Resources Department</li> <li>• To assist in co-ordinating staff recruitment interview and recreation activity</li> <li>• to conduct data entry and document management</li> <li>• to perform any other duties as assigned by supervisor</li> </ul>	3-4 months	Approx. \$8,000	<ul style="list-style-type: none"> <li>• Willing to learn with detail-minded and good interpersonal skills</li> <li>• Proficient in PC applications including MS Word, Excel and Chinese word processing</li> <li>• Must be able to work for the whole summer time</li> </ul>	06/05/2019	Email to <a href="mailto:hrd@nwff.com.hk">hrd@nwff.com.hk</a>
New World First Ferry Services Limited <a href="http://www.nwff.com.hk">www.nwff.com.hk</a>	1	<ul style="list-style-type: none"> <li>• provide administrative support to various department</li> <li>• to conduct data entry and documents management</li> <li>• to perform any other duties as assigned by supervisor</li> </ul>	2-3 months	Approx. \$8,000	<ul style="list-style-type: none"> <li>• Willing to learn with detail-minded and good interpersonal skills</li> <li>• Proficient in PC applications including MS Word, Excel and Chinese word processing</li> </ul>	15/06/2019	Email to <a href="mailto:hrd@nwff.com.hk">hrd@nwff.com.hk</a>


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Ocean Network Express (East Asia) Ltd. <a href="https://www.one-line.com/">https://www.one-line.com/</a>	1	<b>Customer Service Department</b> Provide Sales & Customer Services to customers	01/06 – 31/08/2019	\$8,800	Studying logistics or supply chain related subjects	12/06/2019	Email Resume (with available period & expected salary) to <a href="mailto:Eas.rhq.hr.intern@one-line.com">Eas.rhq.hr.intern@one-line.com</a>
Ocean Network Express (East Asia) Ltd. <a href="https://www.one-line.com/">https://www.one-line.com/</a>	1	<b>Procurement &amp; Container Flow Management Department</b> Prepare analysis report & communication with local branches in China	01/06 – 31/08/2019	\$8,800	Studying logistics or supply chain related subjects	12/06/2019	Email Resume (with available period & expected salary) to <a href="mailto:Eas.rhq.hr.intern@one-line.com">Eas.rhq.hr.intern@one-line.com</a>
Ocean Network Express (East Asia) Ltd. <a href="https://www.one-line.com/">https://www.one-line.com/</a>	1	<b>Global Sales Management</b> Provide assistance to the team in system implementation and perform general admin duties	29/07 – 31/08/2019	\$9,000	Studying logistics or supply chain related subjects	26/07/2019	Email Resume (with available period & expected salary) to <a href="mailto:Eas.rhq.hr.intern@one-line.com">Eas.rhq.hr.intern@one-line.com</a>
Orient Overseas Container Line Ltd. <a href="http://www.oocl.com">www.oocl.com</a>	42	Pls refer to the attached job ad  OOCL.pdf	01/06 – 31/08/2019	\$9,000 - \$10,000	Pls refer to the attached job ad  OOCL.pdf	31/05/2019	Pls refer to the attached job ad  OOCL.pdf

Company Name & 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	Application Method  MATF_IN_FA (Maritime) (Rev1_2)
Ove Arup & Partners Hong Kong Ltd. <a href="http://www.arup.com">www.arup.com</a>	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.	Jun – Aug 2019 (8 weeks)	TBC	<ul style="list-style-type: none"> <li>• Civil engineering students who have interests to develop career in maritime</li> <li>• Excellent written and oral communication skills</li> <li>• Experience with AutoCAD and Microsoft Visio is an asset</li> </ul>	31/05/2019	Please apply online from our Job Application System: <a href="https://arupjobs.taleo.net/careersection/grad/jobs_earch.ftl?lang=en">https://arupjobs.taleo.net/careersection/grad/jobs_earch.ftl?lang=en</a>  Please search for the job – 2019 Intern (Maritime) [Job Ref.: HON0000RE]  (No need to use MATF application form)
Pacific Basin Shipping (HK) Limited <a href="http://www.pacificbasin.com">www.pacificbasin.com</a>	3	<ul style="list-style-type: none"> <li>• To provide general assistance in the daily operations of the Operations Team;</li> <li>• Visit the tonnage in port, observe loading &amp; discharge operations if the schedule is suitable;</li> <li>• Provide support to Bunker Team.</li> </ul>	1 month	\$320/day	Studying shipping subjects	14/06/2019	By email to <a href="mailto:recruiting@pacificbasin.com">recruiting@pacificbasin.com</a>
Seaspan Ship Management Ltd. <a href="https://www.seaspancorp.com/">https://www.seaspancorp.com/</a>	1	<ul style="list-style-type: none"> <li>• Work directly with Senior Category Manager, Procurement in Hong Kong office to develop categories of dry-docking and technical services to vessels</li> <li>• Design systems, tools and processes to support long-term development of the categories</li> <li>• Data analysis to support strategic decisions</li> <li>• Take ownership of critical parts of the tendering process</li> </ul>	Jul – Aug/Sep 2019 (2-3 months)	\$9,000	<ul style="list-style-type: none"> <li>• Strong analytical mindset, and strong Excel skills ideal</li> <li>• Curiosity, high energy, pro-active learner</li> <li>• Critical thinking ability - questions the current status when needed</li> <li>• Confidence and self-management to take a leading role in problem solving</li> <li>• Fluent in spoken and written English</li> </ul>	30/06/2019	By email to <a href="mailto:mpoon@seaspanltd.ca">mpoon@seaspanltd.ca</a>


Company Name & 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	Application Method  MATF_IN_FA (Maritime) (Rev1_2)
Sinotrans (HK) Shipping Ltd. <a href="http://hk.sinotrans.com/">http://hk.sinotrans.com/</a>	1	<b><u>Forwarding Department</u></b> <ul style="list-style-type: none"><li>• Liaison with clients and carriers for arranging import and export shipments</li><li>• Coordinate with shipping lines, airlines and terminals for cargo tracking and scheduling</li><li>• Assist in other ad hoc projects as assigned</li></ul>	May – Sep 2019 (Any three months)	\$6,500-\$8,000	<ul style="list-style-type: none"><li>• Major in Logistics, Shipping or related disciplines preferred</li><li>• Good command of written and spoken Chinese and English</li><li>• Proficient in MS Word, Excel, Chinese word-processing</li></ul>	30/09/2019	Application via Email: <a href="mailto:recruitment.hk@sinotrans.com">recruitment.hk@sinotrans.com</a>
Sinotrans (HK) Shipping Ltd. <a href="http://hk.sinotrans.com/">http://hk.sinotrans.com/</a>	1	<b><u>Operation and Documentation Department</u></b> <ul style="list-style-type: none"><li>• Maintain and handle relevant documents</li><li>• Involve in tasks like containers control and vessel operation</li><li>• Assist in other ad hoc projects as assigned</li></ul>	May – Sep 2019 (Any three months)	\$6,500-\$8,000	<ul style="list-style-type: none"><li>• Major in Logistics, Shipping or related disciplines preferred</li><li>• Good command of written and spoken Chinese and English</li><li>• Proficient in MS Word, Excel, Chinese word-processing</li></ul>	30/09/2019	Application via Email: <a href="mailto:recruitment.hk@sinotrans.com">recruitment.hk@sinotrans.com</a>
Sinotrans (HK) Shipping Ltd. <a href="http://hk.sinotrans.com/">http://hk.sinotrans.com/</a>	2	<b><u>Finance &amp; Accounting Department</u></b> <ul style="list-style-type: none"><li>• Responsible for day to day accounting functions including data entries, accounts receivable, accounts payable, receipt and payment arrangement and filling etc.</li><li>• Assist in other ad hoc projects as assigned</li></ul>	May – Sep 2019 (Any three months)	\$6,500-\$8,000	<ul style="list-style-type: none"><li>• Major in Account and Finance</li><li>• Proficient in MS Word, Excel, Chinese word-processing</li></ul>	30/09/2019	Application via Email: <a href="mailto:recruitment.hk@sinotrans.com">recruitment.hk@sinotrans.com</a>

Company Name & 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	Application Method  MATF_IN_FA (Maritime) (Rev1_2)
Sinotrans (HK) Shipping Ltd. <a href="http://hk.sinotrans.com/">http://hk.sinotrans.com/</a>	1	<b>HR Department</b> <ul style="list-style-type: none"><li>• Maintain and update HR related documents</li><li>• Assist in interview arrangement</li><li>• Prepare training materials, training handouts and relevant reports as needed</li><li>• Draft letter and notice</li><li>• Assist in other ad hoc projects as assigned</li></ul>	May – Sep 2019 (Any three months)	\$6,500-\$8,000	<ul style="list-style-type: none"><li>• Major in Human Resources Management</li><li>• Good command of written and spoken Chinese and English</li><li>• Proficient in MS Word, Excel, Chinese word-processing</li></ul>	30/09/2019	Application via Email: <a href="mailto:recruitment.hk@sinotrans.com">recruitment.hk@sinotrans.com</a>
Sinotrans (HK) Shipping Ltd. <a href="http://hk.sinotrans.com/">http://hk.sinotrans.com/</a>	1	<b>Sales Department</b> <ul style="list-style-type: none"><li>• Prepare sales documents including quotation, PO, invoice and delivery note, etc.</li><li>• Data entry, assist in preparing sales report and analysis regarding different sales channels</li><li>• Handle phone calls and general enquiries</li><li>• Assist in other ad hoc projects as assigned</li></ul>	May – Sep 2019 (Any three months)	\$6,500-\$8,000	<ul style="list-style-type: none"><li>• Cheerful, energetic, self-motivated &amp; independent</li><li>• Good command of written and spoken Chinese and English</li><li>• Proficient in MS Word, Excel, Chinese word-processing</li></ul>	30/09/2019	Application via Email: <a href="mailto:recruitment.hk@sinotrans.com">recruitment.hk@sinotrans.com</a>
Sinotrans (HK) Shipping Ltd. <a href="http://hk.sinotrans.com/">http://hk.sinotrans.com/</a>	1	<b>Operation Management Center</b> <ul style="list-style-type: none"><li>• Assist in preparing reports and data analysis</li><li>• Conduct research and collect market information</li><li>• Assist in other ad hoc projects as assigned</li></ul>	May – Sep 2019 (Any three months)	\$6,500-\$8,000	<ul style="list-style-type: none"><li>• Major in Information Systems, Business Administration, etc.</li><li>• Good command of written and spoken Chinese and English</li><li>• Proficient in MS Word, Excel, Chinese word-processing</li></ul>	30/09/2019	Application via Email: <a href="mailto:recruitment.hk@sinotrans.com">recruitment.hk@sinotrans.com</a>

Company Name & 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	Application Method  MATF_IN_FA (Maritime) (Rev1_2)
Sinotrans (HK) Shipping Ltd. <a href="http://hk.sinotrans.com/">http://hk.sinotrans.com/</a>	2	<b>Administration Department</b> <ul style="list-style-type: none"><li>• Maintain and update Admin related documents</li><li>• Handle administrative tasks</li><li>• Translate and draft memo and notice</li><li>• Support the coordination of company events</li><li>• Assist in other ad hoc projects as assigned</li></ul>	May – Sep 2019 (Any three months)	\$6,500-\$8,000	<ul style="list-style-type: none"><li>• Good command of written and spoken Chinese and English</li><li>• Proficient in MS Word, Excel, Chinese word-processing</li></ul>	30/09/2019	Application via Email: <a href="mailto:recruitment.hk@sinotrans.com">recruitment.hk@sinotrans.com</a>
Swivel Software Limited <a href="http://www.swivelsoftware.com">www.swivelsoftware.com</a>	4	<ul style="list-style-type: none"><li>• Data analysis on global logistics process under eCommerce environment</li><li>• Assistance to formulate process reengineering process in logistics flow</li></ul>	01/05 – 30/09/2019	\$8,000	<ul style="list-style-type: none"><li>• Logistics Student with Information Technology Background</li><li>• Engineering background with interests in logistics IT development</li></ul>	31/05/2019	Please send resume to <a href="mailto:hr@swivelsoftware.com">hr@swivelsoftware.com</a>
Sygnus Marine (HK) Limited <a href="http://www.sygnusmarine.hk">www.sygnusmarine.hk</a>	1	Research on Maritime database of HK based Shipowners & Ship Managers; followed by application of database for business development	01/05 – 30/06/2019 (8 weeks)	\$8,000	<ul style="list-style-type: none"><li>• Good English language skills (written and oral)</li><li>• Good computer skills</li></ul>	15/04/2019	Email to <a href="mailto:Sharad.gupta@sygnusmarine.hk">Sharad.gupta@sygnusmarine.hk</a>
Tai Chong Cheang Steamship Co. (H.K.) Limited <a href="http://www.tccfleet.com/">http://www.tccfleet.com/</a>	1	<b>For Commercial Division</b> To have a basic understanding on the shipping market and prepare market research reports, carry out voyage estimations and handle administrations for a voyage/ time charter party	01/06 – 30/09/2019	\$9,000	<ul style="list-style-type: none"><li>• Major in Business Studies or Logistics or related discipline;</li><li>• Knowledge in usage of PC;</li><li>• Fluent in English;</li><li>• Interested to explore a career in Maritime sector.</li></ul>	30/04/2019	Email to <a href="mailto:jchan@tccfleet.com">jchan@tccfleet.com</a>
Tai Chong Cheang Steamship Co. (H.K.) Limited <a href="http://www.tccfleet.com/">http://www.tccfleet.com/</a>	1	<b>For Finance Division</b> To learn the accounting, treasury and finance aspects of a shipping company; carry out simple projects to support the finance functions	01/06 – 30/09/2019	\$9,000	<ul style="list-style-type: none"><li>• Major in Accounting or Finance or related discipline;</li><li>• Knowledge in usage of PC;</li><li>• Fluent in English;</li><li>• Interested to explore a career in Maritime sector.</li></ul>	30/04/2019	Email to <a href="mailto:jchan@tccfleet.com">jchan@tccfleet.com</a>

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Tai Chong Cheang Steamship Co. (H.K.) Limited <a href="http://www.tccfleet.com/">http://www.tccfleet.com/</a>	1	<b>For Fleet Management Division</b> To understand the technical and risk management aspects of a shipping company; carry out simple projects to support the fleet management functions	01/06 – 30/09/2019	\$9,000	<ul style="list-style-type: none"> <li>Major in Engineering Studies or related discipline;</li> <li>Knowledge in usage of PC;</li> <li>Fluent in English;</li> <li>Interested to explore a career in Maritime sector.</li> </ul>	30/04/2019	Email to <a href="mailto:jchan@tccfleet.com">jchan@tccfleet.com</a>
The Hong Kong Shipyard Limited <a href="http://www.hkf.com">www.hkf.com</a>	2	To assist project engineers of mechanical & electrical section	Jun – Aug 2019	\$300 per day (5 days work per week)	Students of Maritime, Mechanical or Electrical will priority	10/05/2019	Please send resume to email address at <a href="mailto:mlw@hkf.com">mlw@hkf.com</a>
The “Star” Ferry Company, Ltd. <a href="http://www.starferry.com.hk">www.starferry.com.hk</a>	2	<ul style="list-style-type: none"> <li>Assisting the supervisor in daily ferry &amp; tour operations; and clerical works</li> <li>Tour/Pier operations, e.g. ticketing and monitoring passenger flow</li> <li>Conducting Mystery visits</li> </ul>	03/06 – 31/07/2019 (around 2 months)	\$6,700	Student of Tourism / Hospitality / Logistic / Transport / Shipping or related discipline	03/05/2019	Please send application letter and full resume by email to <a href="mailto:admin@starferry.com.hk">admin@starferry.com.hk</a>  *Please quote “Application for Summer Interns” on the subject.
The “Star” Ferry Company, Ltd. <a href="http://www.starferry.com.hk">www.starferry.com.hk</a>	1	<ul style="list-style-type: none"> <li>Assisting the supervisor in conducting civic tour, coordination of ferry and venue hire; and clerical works</li> <li>Conducting Mystery visits</li> </ul>	03/06 – 31/07/2019 (around 2 months)	\$6,700	Student of Marketing / Journalism / Communications / Advertising or related discipline	03/05/2019	Please send application letter and full resume by email to <a href="mailto:admin@starferry.com.hk">admin@starferry.com.hk</a>  *Please quote “Application for Summer Interns” on the subject.
Tsui & Co <a href="http://www.tsuico.net">www.tsuico.net</a>	2	Assist lawyers to perform Shipping related work	02/07 – 31/08/2019	\$6,000	<ul style="list-style-type: none"> <li>Excellent command of both written and spoken English and Chinese</li> <li>Good academic result</li> </ul>	31/05/2019	Email: <a href="mailto:info@tsuico.com">info@tsuico.com</a>



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Wah Kwong Maritime Agency Company Limited <a href="http://www.wahkwong.com.hk">http://www.wahkwong.com.hk</a>	4	<ul style="list-style-type: none"> <li>Attachment to department so as to familiarize with the business operations</li> <li>Participate in project-based assignment</li> </ul>	Jun – Aug 2019 (2 months)	\$9,000	Nil	31/05/2019	By email to <a href="mailto:hr@wahkwong.com.hk">hr@wahkwong.com.hk</a> or by post to 24/F, Shanghai Industrial Investment Building, 48-62 Hennessy Road, Wanchai, HK (Attn: HR Dept)