



**Maritime and Aviation Training Fund
Maritime and Aviation Internship Scheme (Aviation)
Aviation-related Internship Places (2020)**

*Updated as at
10 August 2020*

Company name and company website	No. of intern places	Main job duties	Internship period (minimum 4 weeks) e.g. dd/mm – dd/mm/2020	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)
Alliance Knowledge Management Limited www.alliancealliance.com	2	Training Course / Material / Enhancement	Jul – Sep 2020	\$8,000- \$11,000	<ul style="list-style-type: none"> English Good, other language advantage , knowledge & passion for aviation, Documentation, Editor 	None	By e-mail : acc@alliancealliance.com
CN Logistics Limited www.cnlogistics.com.hk	5	<ul style="list-style-type: none"> To support routine duties in various departments; Other ad hoc / projects duties as assigned 	Jul 2020 to Jul 2021 (about 2 months)	\$8,000	<ul style="list-style-type: none"> Business Administration; Supply Chain Management / Shipping / Logistics; System Engineering / Industrial Engineering Proficient Microsoft offices skill, such as MS Word, Excel and Powerpoint 	30/06/2020 for summer interns 2020 30/04/2021 for interns of other period	For interested parties, please apply with a cover letter, detailed resume and the MATF application form to career@cnlogistics.com.hk
Hong Kong Aero Engine Services Limited www.haesl.com	2	<ul style="list-style-type: none"> To get familiar with some of existing maintenance systems; To provide support and assistance to assigned department for existing and/or new projects. 	Three months: 02/06 – 01/09/2020 One month: 06/07 – 05/08/2020	\$6,600 (Estimation based on \$300 per day)	Academic elites from Mechanical Engineering / Aircraft Engineering or related faculty.	As long as the opening filled	<ol style="list-style-type: none"> Referral from academic department of some local universities especially the one from Hong Kong Polytechnic University. Via HR mailbox: hr@haesl.com

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Plus One Global Consulting Limited	5	<ul style="list-style-type: none"> • Assist the consulting team to promote Aviation Security and Safety regulations by organizing the marketing and PR activities to the industry • Assist the research /consultancy projects related to International Aviation Security and Safety regulations • Preparation on presentation materials • Coordinating training administration 	01/09 – 30/11/2020	\$9,000	<ul style="list-style-type: none"> • Self-motivated • Year 1, Year 2, or Year 3 University Students • Study in Business Administration / Marketing or relevant discipline • Proactive, cheerful and Good inter-personal communication skills • Eager to learn, and meet professional in the industry • Be proficient in Microsoft Word, Excel, PowerPoint & Chinese Typing • Has strong IT knowledge will be an advantage 	31/08/2020	By Email: hr@plus-one.com.hk
Supply Chain Security Association Limited www.scsasecurity.org	1	Training Course / Material / Enhancement	Jul – Sep 2020	\$8,000 - \$11,000	<ul style="list-style-type: none"> • English Good, other language advantage , knowledge & passion for aviation, Documentation, Editor 	None	By e-mail : secretary@scsasecurity.org

Companies whose intern applications have been closed

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ABL Corporation Holdings Limited https://ablaviation.com/	2	<ul style="list-style-type: none"> • Introducing initiatives and processes that will ensure there is an embedding of a strong compliance culture within the company; and • Assisting with other compliance needs for our aircraft sale, lease and acquisition transactions. 	3 months	\$6,000 - \$8,000	<ul style="list-style-type: none"> • Ideally have a legal/finance background and strong interest in the industry; • Strong analytical mindset, and strong Excel skills ideal, Curiosity, high energy, pro-active learner; • Critical thinking ability - questions the current status when needed; • Confidence and self-management to take a leading role in problem solving; and • Fluent in spoken and written English 	20/05/2020	By email Olivia.S@ablaviation.com ; and Davan.B@ablaviation.com
Accounting Plus Corporate Advisory Limited www.apca-hk.com	4	<ul style="list-style-type: none"> • Assist in daily operations of the aviation security consulting projects • Assist to prepare Aviation Security information and materials • Research on International Aviation Security • To communicate and liaise with clients on aviation security • To assist in data analysis, preparation of reports, • To assist in handling ad-hoc assignments • 	01/07 – 30/09/2020	\$9,000	<ul style="list-style-type: none"> • University Undergraduates (non-final year) • Good command of written and spoken English and Chinese • Knowledge in MS Office skills 	30/7/2020	By email to joe@apca-hk.com

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Airport Authority Hong Kong http://www.hongkongairport.com/	2	<ul style="list-style-type: none"> Participate in diverse projects including Sky Bridge, ITT Building and etc Assist Engineers to manage the design and site works submissions 	22/06 – 14/08/2020	\$360 per working day	<ul style="list-style-type: none"> Undergraduate in Civil or Structural Engineering 	03/05/2020	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 AWE Expansion and Inbound Carpark, etc Assist Engineers to manage the design and site works submissions 	22/06 – 14/08/2020	\$360 per working day	<ul style="list-style-type: none"> Undergraduate in Civil or Structural Engineering 	03/05/2020	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 AWE Expansion and Inbound Carpark, etc Assist Engineers to manage the design and site works submissions 	22/06 – 14/08/2020	\$360 per working day	<ul style="list-style-type: none"> Undergraduate in Electrical, Mechanical Engineering or Building Services 	03/05/2020	Online application on AA website
Airport Authority Hong Kong http://www.hongkongairport.com/	1	<ul style="list-style-type: none"> Assist in designing e-training materials and consolidating contents of departmental newsletter Support the promotion of safety e-campaign and other department engagement projects Conduct market research of new technology 	22/06 – 14/08/2020	\$360 per working day	<ul style="list-style-type: none"> Undergraduate in Engineering Good computer and graphic design skills Knowledge in video shooting and editing Creative mindset 	03/05/2020	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 supply & installation of Media Display Systems in meeters and greeters hall of Terminal 1 Assist in maintenance, improvement and refurbishment works for Traffic Control and Surveillance System 	22/06 – 14/08/2020	\$360 per working day	<ul style="list-style-type: none"> Undergraduate in Electronic Engineering or Information Technology 	03/05/2020	Online application on AA website
Airport Authority Hong Kong http://www.hongkongairport.com/	1	<ul style="list-style-type: none"> Assist in Baggage Handling System such as High Efficiency Motor & Reducer replacement project and IoT sensors application with artificial intelligence for predictive maintenance Participate in Primary Sorter Replacement Works and peripheral enabling works 	22/06 – 14/08/2020	\$360 per working day	<ul style="list-style-type: none"> Undergraduate in Mechanical, Electronic, Electrical Engineering or other related discipline Good communication, interpersonal and organizing skills Self-motivated, proactive, hard-working and result-oriented 	03/05/2020	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 	22/06 – 14/08/2020	\$360 per working day	<ul style="list-style-type: none"> Undergraduate in Environmental related discipline Interest or specialism in one or more environmental aspect areas (e.g. Air Quality/Noise/Marine Ecology/Water Quality etc.) Interest in the environmental challenges posed large scale engineering / development projects 	03/05/2020	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 safety inspection and prepare inspection report Consolidate safety statistics and monthly reports Organise safety promotion campaign 	22/06 – 14/08/2020	\$360 per working day	<ul style="list-style-type: none"> Undergraduate in Occupational Safety and Health or related discipline 	03/05/2020	Online application on AA website
Airport Authority Hong Kong http://www.hongkongairport.com/	5	<ul style="list-style-type: none"> Review design submissions and carry out site supervision Assist the team to deliver critical engineering tasks for the designated Contract 	22/06 – 14/08/2020	\$360 per working day	<ul style="list-style-type: none"> Undergraduate in Civil or Structural Engineering Knowledge in use of CAD and BIM modelling is highly preferred 	03/05/2020	Online application on AA website
Airport Authority Hong Kong http://www.hongkongairport.com/	2	<ul style="list-style-type: none"> Support the implementation of Operation Innovation Project such as to review current practice and propose possible enhancement measures on airside cleaning contract enforcement Design the content of Aircraft Recovery Equipment visit Assist in the revamp of Airfield Equipment Database Studies and conduct study on Airfield vehicle accident rate 	22/06 – 14/08/2020	\$360 per working day	<ul style="list-style-type: none"> Undergraduate in any discipline Proficient in Microsoft Office application including MS Word, Excel, PowerPoint 	03/05/2020	Online application on AA website
Airport Authority Hong Kong http://www.hongkongairport.com/	3	<ul style="list-style-type: none"> Support the implementation of GSE Pooling Scheme Assist in implementation of arrival bag delivery KPIs measurement metrics and conduct subsequent process improvement review Review on Ramp Services Performance Management System 	22/06 – 14/08/2020	\$360 per working day	<ul style="list-style-type: none"> Undergraduate in Engineering, Business Administration, Quantitative Analysis or Computer Science Competent PC skills, particularly in Excel Good at figures, enjoy working outdoors and dealing with people 	03/05/2020	Online application on AA website

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Airport Authority Hong Kong http://www.hongkongairport.com/	4	<ul style="list-style-type: none"> • Monitor the operation at Baggage Hall, especially Central Transfer areas • Provide suggestions to improve existing operation practices by carrying out time-and-motion studies and data analysis 	22/06 – 14/08/2020	\$360 per working day	<ul style="list-style-type: none"> • Undergraduate in any discipline • Analytical and problem solving skills • Proactive attitude with passion in aviation industry • Preferably to have statistical background 	03/05/2020	Online application on AA website
Airport Authority Hong Kong http://www.hongkongairport.com/	1	<ul style="list-style-type: none"> • Assist in the review of temporary traffic arrangement • Support in the feasibility study for road operation/ enhancement projects in the Business Plan • Assist in Traffic Impact Assessment studies 	22/06 – 14/08/2020	\$360 per working day	<ul style="list-style-type: none"> • Undergraduate in any discipline • Proficient in Microsoft Office applications including MS Word, Excel, PowerPoint • Detail-minded with good analytical and problem solving skills 	03/05/2020	Online application on AA website
Airport Authority Hong Kong http://www.hongkongairport.com/	1	<ul style="list-style-type: none"> • Review and analyse the carpark online booking and payment system • Prepare for the operation readiness of the new carpark • Assist in daily operation for car park management such as monitoring contractor's performance, deployment and facility condition and liaise with relevant departments for coordination and improvement 	22/06 – 14/08/2020	\$360 per working day	<ul style="list-style-type: none"> • Undergraduate in any discipline • Proficient in Microsoft Office applications including MS Word, Excel, PowerPoint • Detail-minded with good analytical skills • 	03/05/2020	Online application on AA website

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Airport Authority Hong Kong http://www.hongkongairport.com/	1	<ul style="list-style-type: none"> • Participate in the operations planning and performance monitoring of intermodal transport at HKIA, particularly the minimum connecting time after the implementation of autonomous vehicles for baggage delivery at SkyPier • Streamline statistical analysis processes on HKIA's cross-boundary passenger figures and performance indicators to deliver insights on operations 	22/06 – 14/08/2020	\$360 per working day	<ul style="list-style-type: none"> • Undergraduate in Business Administration, Statistics, Information Technology or other related discipline • Knowledge in MS Word, Excel, database design • Knowledge in Visual Basic is an advantage • Strong analytical and problem solving skill 	03/05/2020	Online application on AA website
Airport Authority Hong Kong http://www.hongkongairport.com/	1	<ul style="list-style-type: none"> • Participate in the operational preparatory works of the Intermodal Transfer Terminal (ITT) project, including SkyPier construction works coordination, drafting of procedures manual, formulation of user requirements of IT systems etc. • Support the data analysis of upstream check-in services, intermodal statistics and industry trend for the purpose of strategic development planning and improve operation performance • Participate in the planning and implementation of marketing and promotions of HKIA intermodal service 	22/06 – 14/08/2020	\$360 per working day	<ul style="list-style-type: none"> • Undergraduate in Business Administration, Statistics, Information Technology or other related discipline • Knowledge in MS Word, Excel, database design • Knowledge in Visual Basic is an advantage • Strong analytical and problem solving skill 	03/05/2020	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 the desktop market research, data analysis and management presentation for terminal facility development projects Perform ad-hoc spot checks and regular service audits on the licensed operations to ensure full contract compliance 	22/06 – 14/08/2020	\$360 per working day	<ul style="list-style-type: none"> Undergraduate majoring in Business Administration, Property Management, Aviation Management or related discipline Strong team player, analytical, service oriented and with good business sense Self-motivated, able to work independently, and with good communication and interpersonal skills Proficient in Microsoft Office application including Word, Excel and PowerPoint 	03/05/2020	Online application on AA website
Airport Authority Hong Kong http://www.hongkongairport.com/	1	<ul style="list-style-type: none"> Maintain, review and streamline the Leasing Accommodation Database system Perform market research on available database system and draft the user requirements for future database development Coordinate with internal and external parties to facilitate tenancy movement 	22/06 – 14/08/2020	\$360 per working day	<ul style="list-style-type: none"> Undergraduate in business, IT, aviation or related discipline Proficient in Microsoft Office particularly with sound knowledge in advance/ intermediate of Microsoft Excel / Access Be proactive with strong analytical and communication skills 	03/05/2020	Online application on AA website
Airport Authority Hong Kong http://www.hongkongairport.com/	1	<ul style="list-style-type: none"> Maintain and update the Signage Database Management System to ensure data accuracy Conduct site survey, check and examine the signage display on site 	22/06 – 14/08/2020	\$360 per working day	<ul style="list-style-type: none"> Undergraduate in any discipline Proficient in Microsoft Office applications including Excel and Word 	03/05/2020	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 in updating and reviewing operation procedures and contingency plans • Follow up on the terminal operation cases and safety incidents happened in terminals • Assist to review, conduct inspection and record the approved space application by performing site walk with stakeholders • Prepare the routing and layout for events or celebrities' movements and keep tracks on, and participate in terminal & airlines' events 	22/06 – 14/08/2020	\$360 per working day	<ul style="list-style-type: none"> • Undergraduate in Aviation, Business Management or other related discipline • Proficient in Microsoft Office applications including MS Word, Excel and PowerPoint • Strong interpersonal and communication skills • Good analytical and problem solving skills 	03/05/2020	Online application on AA website
Airport Authority Hong Kong http://www.hongkongairport.com/	1	<ul style="list-style-type: none"> • Formulate passenger flow model in demand and performance analysis to obtain findings / recommendations • Participate in the execution of APM enhancement projects and its operational readiness • Conduct research in APM operation control 	22/06 – 14/08/2020	\$360 per working day	<ul style="list-style-type: none"> • Undergraduate in Business, Transport or other related business discipline • Solid knowledge in Microsoft Office , Excel and PowerPoint • Strong analytical and problem solving skills • Good interpersonal and communication skills 	03/05/2020	Online application on AA website

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Airport Authority Hong Kong http://www.hongkongairport.com/	2	<ul style="list-style-type: none"> • Build visualized dashboards or reports based on business needs • Conduct quantitative analysis and data mining to provide data-driven insights • Develop, review and support the planning and execution of analytics training and engagement programmes 	22/06 – 14/08/2020	\$360 per working day	<ul style="list-style-type: none"> • Undergraduate in Data Science, Computer Science or related discipline • Good knowledge of Statistics, Report Visualization and Data Analysis • Proficient skills with analytical and BI tools, e.g. R/Python, Tableau, MS Access, SAS, VBA and SQL etc. • Good presentation, interpersonal and communication skills 	03/05/2020	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 the single token journey, self-boarding gates and deployment of self check-in solution • Conduct surveys and studies, user acceptance tests, and operational trials 	22/06 – 14/08/2020	\$360 per working day	<ul style="list-style-type: none"> • Undergraduate in any discipline • Familiar with Microsoft Office , especially Excel • Basic data analytical skills and skills to conduct surveys • Good communication and interpersonal skills 	03/05/2020	Online application on AA website
Airport Authority Hong Kong http://www.hongkongairport.com/	2	<ul style="list-style-type: none"> • Assist in app testing, launch arrangements, promotion and marketing of the new MyFlight app • Conduct market researches/ coordination and data validation 	22/06 – 14/08/2020	\$360 per working day	<ul style="list-style-type: none"> • Undergraduate in Business Administration, Marketing & Advertising, Digital Marketing, e-Commerce or related discipline • Open-minded, creative and presentable 	03/05/2020	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 communication and coordination with user department representatives to collect requirements and provide project status updates on Airport Community App & WeChat Revamp project 	22/06 – 14/08/2020	\$360 per working day	<ul style="list-style-type: none"> Undergraduate in Business Administration, Operation Management, Engineering or related discipline 	03/05/2020	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 	22/06 – 14/08/2020	\$360 per working day	<ul style="list-style-type: none"> Undergraduate in Marketing, Business, Information Technology, Data Analytics or Digital related discipline Creative, innovation, independent, good analytical and organization skills Knowledge in Microsoft Office 	03/05/2020	Online application on AA website
Airport Authority Hong Kong http://www.hongkongairport.com/	1	<ul style="list-style-type: none"> Assist in online and offline marketing campaigns, including creative development and implementation, coordination with agencies and tenants regarding the launch of promotion materials Conduct market research on best practices and support in advertising digital projects 	22/06 – 14/08/2020	\$360 per working day	<ul style="list-style-type: none"> Undergraduate in Marketing, Communications, Customer Service or Business related discipline Creative, independent, good analytical and organization skills Knowledge in Microsoft Office 	03/05/2020	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 CRM programme, including competitive monitoring, programmes execution and analysis and CRM service monitoring Assist in enhancing chatbot communication in MyFlight mobile app to promote new retail initiatives Assist in the execution of free delivery service 	22/06 – 14/08/2020	\$360 per working day	<ul style="list-style-type: none"> Undergraduate in Marketing, Communications, Customer Service or Business related discipline Meticulous, innovative, independent team player with good analytical skills Knowledge in Microsoft Office 	03/05/2020	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 E-forms and upgrade of Electronic Document Management System Support in user requirements collection, providing recommendations on enhanced workflows and drafting procedures guideline Assist in data migration process and user acceptance tests 	22/06 – 14/08/2020	\$360 per working day	<ul style="list-style-type: none"> Undergraduate in Information Systems or related discipline Proficient in Microsoft Office application Team Player with good communication and interpersonal skills 	03/05/2020	Online application on AA website
Airport Authority Hong Kong http://www.hongkongairport.com/	1	<ul style="list-style-type: none"> Assist in the contract renewal for the provision of corporate mobile phone service plan Participate in Telephone Directory System Upgrade project Support mail room operations and propose enhancement of mailing workflows 	22/06 – 14/08/2020	\$360 per working day	<ul style="list-style-type: none"> Undergraduate in Business or related discipline Proficient in Microsoft Office application Team Player with good communication and interpersonal skills 	03/05/2020	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 HR projects including eRecruitment project and Onboarding Programme. Duties include collecting and categorizing job information, drafting communication templates, providing administrative and logistics support Provide support in the recruitment activities 	22/06 – 14/08/2020	\$360 per working day	<ul style="list-style-type: none"> Undergraduate in Human Resources Management or related discipline Good computer skills Team player with good communication and interpersonal skills 	03/05/2020	Online application on AA website
Airport Authority Hong Kong http://www.hongkongairport.com/	1	<ul style="list-style-type: none"> Support the annual training needs analysis exercise Assist in training design and development of assigned training topic(s) Support the implementation of internship programme Research on latest trends and possible usage of technology for corporate learning and development Participate in the implementation of e-initiatives for learning 	22/06 – 14/08/2020	\$360 per working day	<ul style="list-style-type: none"> Undergraduate in any discipline, major in Psychology or Human Resources related subject an advantage Good computer skills Knowledge in video shooting and editing Creative mindset 	03/05/2020	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 	22/06 – 14/08/2020	\$360 per working day	<ul style="list-style-type: none"> Undergraduate in Law or Legal Studies 	03/05/2020	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 the handling of procurement activities for new projects such as to conduct market research Support the enhancement and administration of procurement systems 	22/06 – 14/08/2020	\$360 per working day	<ul style="list-style-type: none"> Undergraduate in Purchasing and Supply Chain Management or equivalent 	03/05/2020	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 	22/06 – 14/08/2020	\$360 per working day	<ul style="list-style-type: none"> Undergraduate in Architecture, Planning, Business Management, Surveying or related discipline Keen on project planning and development 	03/05/2020	Online application on AA website
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 	22/06 – 14/08/2020	\$360 per working day	<ul style="list-style-type: none"> Undergraduate in Environmental related discipline Good interpersonal skills and an ability to engage with external parties Strong analytical, research and presentation skills Proficient in Microsoft Office applications, particularly Word, PowerPoint and Excel Knowledge in carbon and waste management is preferred 	03/05/2020	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 development of AA's Sustainability Report 2019/20 • Conduct research and provide support for revamp of HKIA Environmental Fund • Assist in the production of sustainability publicity materials 	22/06 – 14/08/2020	\$360 per working day	<ul style="list-style-type: none"> • Undergraduate in Sustainability, Communications, Creative Media or related discipline • Strong research, organizational and presentation skills • Proficient in Microsoft Office applications, particularly PowerPoint 	03/05/2020	Online application on AA website
Airport Authority Hong Kong http://www.hongkongairport.com/	43	<ul style="list-style-type: none"> • Assist in the daily operation of the airport 	06/07 – 21/08/2020	\$360 per working day	<ul style="list-style-type: none"> • Diploma students at VTC 	31/05/2020	Application via VTC

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Asia Airfreight Terminal Co. Ltd. http://www.aat.com.hk/	1	Summer Intern (Finance Department) Responsibilities: <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 (02/07-31/08/2020)	\$9,000	<ol style="list-style-type: none"> 1. Students studying Higher Diploma in Accountancy/ Finance/ Computing and other related disciplines or higher 2. Solid PC knowledge, especially in MS Excel 3. Energetic and detail-minded 	29/05/2020	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

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Asia Airfreight Terminal Co. Ltd. http://www.aat.com.hk/	2	Summer Intern (Human Resources Department) Responsibilities: <ul style="list-style-type: none"> To assist in recruitment activities esp. during peak season for graduate in summer time. To develop index for training materials. To assist in data analysis, preparation of reports, record tracking and training materials development. To provide administrative support to HRD. To assist in handling ad-hoc special projects or assignments. 	2 months (02/07-31/08/2020)	\$9,000	<ol 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 	29/05/2020	<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>
Asia Airfreight Terminal Co. Ltd. http://www.aat.com.hk/	1	Summer Intern (Purchasing & Administration Department) Responsibilities: <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 (02/07-31/08/2020)	\$9,000	<ol 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. 	29/05/2020	<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>

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Asia Airfreight Terminal Co. Ltd. http://www.aat.com.hk/	1	Summer Intern (Building & Technical Services) Responsibilities: <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 (02/07-31/08/2020)	\$9,000	1. Students studying Degree in any disciplines. 2. Proficiency in MS Office (Microsoft Word & Excel). 3. Outgoing and active	29/05/2020	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 & clerical work	13/07 – 31/08/2020	\$9,000	None	05/06/2020	Email resume to recruitgen@avseco.com.hk together with MATF application form
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 	Jul – Aug 2020	\$7,000 – \$7,500	Major in logistics / supply chain management	12/06/2020	By email: dgf_recruit.hk@dhl.com

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Expeditors Hong Kong Limited www.expeditors.com	6	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 – 31/08/2020	\$57/hr (approx. \$8,500-\$10,000)	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 2020	By email to hkgpersonnel@expeditors.com with MATF application form
Expeditors Hong Kong Limited www.expeditors.com	1	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 – 31/08/2020	\$57/hr (approx. \$8,500-\$10,000)	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 Working hour: 9:00-18:00 (Mon to Fri) 	Mid Jun 2020	By email to hkgpersonnel@expeditors.com with MATF application form

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Expeditors Hong Kong Limited www.expeditors.com	1	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 – 31/08/2020	\$52/hr (approx. \$8,000-\$9,000)	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 Tuen Mun Standard working hour: 9:00-18:00 (Mon to Fri) 	Mid Jun 2020	By email to hkgpersonnel@expeditors.com with MATF application form
Expeditors Hong Kong Limited www.expeditors.com	4	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 – 31/08/2020	\$57/hr (approx. \$8,500-\$10,000)	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 Kowloon Bay Standard working hour: 9:00-18:00 (Mon to Fri) 	Mid Jun 2020	By email to hkgpersonnel@expeditors.com with MATF application form

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Federal Express (Hong Kong) Limited https://www.fedex.com	1	Marketing Intern - Network Revenue Optimization <ul style="list-style-type: none"> Develop and support monthly allocation plan for FedEx flight network through this automation process 	15/06 – 13/08/2020	\$7,000	<ul style="list-style-type: none"> Strong problem solving, analytical, presentation & communications skills Experience in data analysis, able to manage huge dataset Proficient in SQL/VBA/SAS Statistics/Maths/Business related subjects 	14/06/2020	For interest parties, please apply with detailed resume and the MATF application form to HKGrecruit@fedex.com
Federal Express (Hong Kong) Limited https://www.fedex.com	1	Marketing Intern - Forecasting team <ul style="list-style-type: none"> Support a new demand forecasting automation project that will make use of machine learning technique to forecast air express demand based on external factors and internal history Support a revenue dashboard project that will make use of visual analytics technique to review the air express volume performance 	15/06 – 13/08/2020	\$7,000	<ul style="list-style-type: none"> Good quantitative skills and Excel skills Economics, management science, finance, quantitative analysis, or related analytical fields 	14/06/2020	For interest parties, please apply with detailed resume and the MATF application form to HKGrecruit@fedex.com
Federal Express (Hong Kong) Limited https://www.fedex.com	3	Marketing Intern - Commercial Management <ul style="list-style-type: none"> You will be working in Commercial Management team to support and participate in the preparation of price offering for air express products. 	15/06 – 13/08/2020	\$7,000	<ul style="list-style-type: none"> Mathematics, Statistics, Science, Engineering, Logistics Excel Written and spoken English 	14/06/2020	For interest parties, please apply with detailed resume and the MATF application form to https://fedex.wd1.myworkdayjobs.com/FXE_APAC_External/job/FXE_APACHK_GHKPACHQ10APAC-Office-10th-Floor/HK048B-Marketing-Analyst-Assoc_RC250597

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Forward Transportation Co Ltd www.ftc.com.hk	1	<u>Airport terminal clerk:</u> • assist in coordination with customer, data entry, report compilation	mid-Jun to end-Aug 2020	\$9,000	Diploma student of Supply Chain or Logistics Program	31/05/2020	By email: hrrrec@ftc.com.hk
Forward Transportation Co Ltd www.ftc.com.hk	1	<u>Cargo receiving at Tsing Yi warehouse:</u> Assist in air cargo receiving process	mid-Jun to end-Aug 2020	\$9,000	Diploma student of Supply Chain or Logistics Program	31/05/2020	By email: hrrrec@ftc.com.hk
Forward Transportation Co Ltd www.ftc.com.hk	1	<u>Registration clerk at Tsing Yi warehouse:</u> Assist in collection of document and registration of cargo receiving	mid-Jun to end-Aug 2020	\$9,000	Diploma student of Supply Chain or Logistics Program	31/05/2020	By email: hrrrec@ftc.com.hk
Forward Transportation Co Ltd www.ftc.com.hk	1	<u>Control assistant at Tsing Yi warehouse:</u> Assist in truck fleet control	mid-Jun to end-Aug 2020	\$9,000	Diploma student of Supply Chain or Logistics Program	31/05/2020	By email: hrrrec@ftc.com.hk
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 Dinner preparation, Member Directory publication and Social Media	01/06 – 31/08/2020 (3 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 	22/05/2020	By email to recruit@haffa.com.hk with resume

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Hong Kong Aviation Ground Services Limited http://www.hagsl.com/index.php/en/	40	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)	15/06 - 31/08/2020	\$8,000	<ul style="list-style-type: none"> • Higher Diploma level or above; • Interested in airport operations and customer service field; • Good command of spoken English, Cantonese and Mandarin 	06/07/2020	By completing the application form at https://secure.dc5.pageuppeople.com/apply/984/gateway/Default.aspx?c=apply&JobIDs=492299&SourceTypeID=796&sLanguage=en
HK Express Airways Limited https://www.hkexpress.com/en-hk/	15	Participate in various department to provide support for daily operations and projects	Jul – Aug 2020	\$8,000	<ul style="list-style-type: none"> • Degree Programme and Major in Aviation/ Business/ Marketing/ Finance/ Accounting/ Human Resources/ Information Technology or related discipline; • Good written and spoken communication skills in English and Chinese; • Good PC knowledge. 	12/06/2020	Online application via career page
Hong Kong International Aviation Leasing Company Limited http://www.leasinghk.com/	1	Assist to Supervisors/Managers for administration work related to aircraft industry	01/06-30/09/2020	\$9,000	<ul style="list-style-type: none"> • Good computer skill – Typing, Word, Excel, PPT; • Fluent English, Putonghua & Cantonese 	31/07/2020	Use the MATF application form for submission to the job advertisement on Jobsdb or Universities' websites or email to hr-hkleasing@leasinghk.com
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	01/06-30/09/2020	\$9,000	<ul style="list-style-type: none"> • Knowledge in accounting and finance; • Good computer skill – Typing, Word, Excel, PPT; • Fluent English, Putonghua & Cantonese 	31/07/2020	Use the MATF application form for submission to the job advertisement on Jobsdb or Universities' websites or email to hr-hkleasing@leasinghk.com

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Hong Kong International Aviation Leasing Company Limited http://www.leasinghk.com/	1	Assist to Supervisors/Managers in Business Department for business development work related to aircraft industry	01/06-30/09/2020	\$9,000	<ul style="list-style-type: none"> • Good computer skill – Typing, Word, Excel, PPT; • Fluent English, Putonghua & Cantonese 	31/07/2020	Use the MATF application form for submission to the job advertisement on Jobsdb or Universities' websites or email to hr-hkleasing@leasinghk.com
John Swire & Sons (H.K.) Ltd.	30	Please visit our website (https://leadership.swire.com/en/our-programmes/summer-internship-programme) for more details.	7 weeks (02/07 – 14/08 2020)	\$7,500	Please visit our website (https://leadership.swire.com/en/our-programmes/summer-internship-programme) for more details.	07/02/2020	Submit online application
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	Jun – Aug 2020 (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 	15/07/2020	By email to kwehkg.recruit@kwe.com with a covering letter and resume

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Plus One Global Consulting Limited	3	<ul style="list-style-type: none"> Assist the consulting team to promote Aviation Security and Safety regulations by organizing the marketing and PR activities to the industry. Assist the research /consultancy projects related to International Aviation Security and Safety regulations Preparation on presentation materials Coordinating training administration 	01/06 – 29/07/2020	\$9,000	<ul style="list-style-type: none"> Self-motivated Year 1, Year 2, or Year 3 University Students Study in Business Administration / Marketing or relevant discipline Proactive, cheerful and Good inter-personal communication skills Eager to learn, and meet professional in the industry Be proficient in Microsoft Word, Excel, PowerPoint & Chinese Typing Has strong IT knowledge will be an advantage 	30/05/2020	By email to hr@plus-one.com.hk
SF Supply Chain (Hong Kong) Limited (Aviation Sector)	1	<ul style="list-style-type: none"> Provide administrative and clerical support to the HR department Assist in HR projects e.g. MT program 2020 	Jun – Aug 2020	\$60/hr (equivalent to \$9,000)	University Undergraduates (non-final year) preferably in Human Resources Management	31/05/2020	Direct application via dsc_recruit.hk@sf-dsc.com
SF Supply Chain (Hong Kong) Limited (Aviation Sector)	1	<ul style="list-style-type: none"> Provide administrative and clerical support to the Procurement team Assist in maintaining procurement system 	Jun – Aug 2020	\$60/hr (equivalent to \$9,000)	University Undergraduates (non-final year) preferably in Purchasing or Supply Chain Management	31/05/2020	Direct application via dsc_recruit.hk@sf-dsc.com
SF Supply Chain (Hong Kong) Limited (Aviation Sector)	1	<ul style="list-style-type: none"> Assist in daily accounting operation, data input & filing Handle general clerical duties in Finance department 	Jun – Aug 2020	\$60/hr (equivalent to \$9,000)	University Undergraduates (non-final year) preferably in Finance or Accounting	31/05/2020	Direct application via dsc_recruit.hk@sf-dsc.com

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SF Supply Chain (Hong Kong) Limited (Aviation Sector)	3	Assist in daily operations of the Oxford University Press Project	Jun – Aug 2020	\$60/hr (equivalent to \$9,000)	University Undergraduates (non-final year) preferably in Supply Chain Management or Logistics	31/05/2020	Direct application via dsc_recruit.hk@sf-dsc.com
SF Supply Chain (Hong Kong) Limited (Aviation Sector)	2	Assist in daily operations of the AEON Project	Jun – Aug 2020	\$60/hr (equivalent to \$9,000)	University Undergraduates (non-final year) preferably in Supply Chain Management or Logistics	31/05/2020	Direct application via dsc_recruit.hk@sf-dsc.com
SF Supply Chain (Hong Kong) Limited (Aviation Sector)	3	Assist in daily operations of the Cathay Pacific Project	Jun – Aug 2020	\$60/hr (equivalent to \$9,000)	University Undergraduates (non-final year) preferably in Supply Chain Management or Logistics	31/05/2020	Direct application via dsc_recruit.hk@sf-dsc.com
SF Supply Chain (Hong Kong) Limited (Aviation Sector)	1	Assist in daily operations of the Johnson & Johnson Project	Jun – Aug 2020	\$60/hr (equivalent to \$9,000)	University Undergraduates (non-final year) preferably in Supply Chain Management or Logistics	31/05/2020	Direct application via dsc_recruit.hk@sf-dsc.com
SF Supply Chain (Hong Kong) Limited (Aviation Sector)	2	<ul style="list-style-type: none"> Assist in IT projects Assist in maintaining the IT Equipment inventory Provide administrative support to the IT department 	Jun – Aug 2020	\$60/hr (equivalent to \$9,000)	University Undergraduates (non-final year) preferably in computer science / IT or related field	31/05/2020	Direct application via dsc_recruit.hk@sf-dsc.com

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TAG Aviation Asia Limited (Private Jet Industry) https://www.tagaviation.com/en/	2	Summer Intern <ul style="list-style-type: none"> Participate in the planning and implementation of marketing and promotions of TAG Aviation Service Conduct market research and prepare marketing reports regarding aviation industry Support the team on projects across digital marketing, communications and events along with day-to-day marketing tasks to enhance passengers's experience. 	Jul – Aug 2020	\$7,000	<ul style="list-style-type: none"> Undergraduate in Business Administration, Marketing & Advertising, Digital Marketing, e-Commerce or related discipline Excellent command of spoken & written English 	10/07/2020	By email to recruitment@tagaviation.asia with MATF application form and CV
Thai Kee Logistics Limited	1	<ul style="list-style-type: none"> Handle of air waybill Data entry of air cargo related documents Provide assistance to the Account Clerk 	Jun – Aug 2020	\$10,000	Knowledge in MS Office skills	31/5/2020	By email to admin@tkl.com.hk