

Hong Kong EV Power Limited is now offering 1 vacancy of summer intern from 15 May to 15 August 2024 to United College Student majoring in:

- Business Administration
- Statistics
- Engineering

Name of Firm/ Organisation	Hong Kong EV Power Limited
Related Website	www.hkevpower.com
Department/Unit	Admin Department
Job title	Summer Intern
No. of Vacancies	1
Job Description	<ul style="list-style-type: none"> - Support Admin department on data analysis, customer reporting, internal reporting, email communication with internal teams, document checking Utilizing internal logistics system for customer database handling - Support the team on daily operation tasks, including but not limited to customer reporting, internal reporting, email communication with internal teams, document checking, and team administration - To maintain good communication and working relationship with internal/external customers - To provide customer-oriented service to fulfil and exceed customers' requirements and expectations To perform other ad-hoc team tasks as assigned
Experience and Qualifications	<ul style="list-style-type: none"> - University undergraduates from Business Administration, Marketing, Data Analysis, Engineering or related disciplines - Strong interpersonal and communication skills - Self-motivated, passionate, responsible and good team player - Good command of both written and spoken English and Chinese; fluency in Cantonese and Mandarin is required.
Working Period	15 May to 15 August 2024
Working Hours	8 hours x 5 Days
Work Address	805-806, 12 Science Park W Ave, Science Park, Shatin, N.T.
Allowance	\$11,000 per month
Application Method(s)	Email your CV and job application to: eddie.wong@hkevpower.com
Application deadline	10 May 2024
Contact Person	Mr Zeno Fung / Mr Eddie Wong