

Hong Kong Institute of Diabetes and Obesity, The Chinese University of Hong Kong is now offering 2 vacancies of summer interns from 1 May to 30 August 2024 to United College Students of all majors:

Name of Firm/ Organisation	Hong Kong Institute of Diabetes and Obesity, The Chinese University of Hong Kong
Related Website	www.hkido.cuhk.edu.hk
Job title	Summer Intern
No. of Vacancies	2
Job Description	Administrative, data processing, handling phone enquiries, customer service.
Experience and Qualifications	Candidates should be matured, punctual, polite, willing to learn with attention to details. Experience in data processing and administrative work will be advantageous.
Working Period	1 May to 30 August 2024
Working Hours	7.5 hrs x 5
Work Address	Hong Kong Institute of Diabetes and Obesity, The Chinese University of Hong Kong, Prince of Wales Hospital
Application Method(s)	Email your CV and job application to: rebeccayue@cuhk.edu.hk
Application deadline	30 April 2024
Contact Person	Ms Rebecca Yue

S.K.H. St. Christopher's Home is now offering 1 vacancy of summer interns from 27 May to 12 August 2024 to United College Students of all majors:

Name of Firm/ Organisation	S.K.H. St. Christopher's Home
Related Website	www.skhsch.org.hk
Department/Unit	Resource Development
Job title	Promotion Assistant
No. of Vacancies	1
Job Description	Marketing with details as follows: <ul style="list-style-type: none"> - Create / prepare online and offline marketing materials - Manage a mini marketing project 「助人大使」 - Data entry and database update - Answer phone enquiries - Support promotion activity - Event management - Research on potential partners - Clerical and administration support
Experience and Qualifications	<ul style="list-style-type: none"> - Computer proficiency in MS Word, Excel, PowerPoint & Chinese word-processing. Knowledge in video editing is a plus - Fluent in Cantonese and English, and good at written Chinese and English - Interest in marketing with capabilities to create relevant promotion materials like social media visuals - Detail-minded with positive attitude, and willing to work during weekend for promotion event like Expo when needed
Working Period	27 May to 12 August 2024
Working Hours	8 hrs x 4
Work Address	15/F, The Hong Kong Federation of Youth Groups Building, 21 Pak Fuk Road, North Point, Hong Kong
Application Method(s)	Email your CV and job application to: fundraise@skhsch.org.hk
Application deadline	14 April 2024
Contact Person	Ms Amy Fung