

**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 for all majors:

Name of Firm/ Organisation	S.K.H. St. Christopher's Home
Related Website	<a href="http://www.skhsch.org.hk">www.skhsch.org.hk</a>
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"> <li>- Create / prepare online and offline marketing materials</li> <li>- Manage a mini marketing project 「助人大使」</li> <li>- Data entry and database update</li> <li>- Answer phone enquiries</li> <li>- Support promotion activity</li> <li>- Event management</li> <li>- Research on potential partners</li> <li>- Clerical and administration support</li> </ul>
Experience and Qualifications	<ul style="list-style-type: none"> <li>- Computer proficiency in MS Word, Excel, PowerPoint &amp; Chinese word-processing. Knowledge in video editing is a plus</li> <li>- Fluent in Cantonese and English, and good at written Chinese and English</li> <li>- Interest in marketing with capabilities to create relevant promotion materials like social media visuals</li> <li>- Detail-minded with positive attitude, and willing to work during weekend for promotion event like Expo when needed</li> </ul>
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: <a href="mailto:fundraise@skhsch.org.hk">fundraise@skhsch.org.hk</a>
Application deadline	14 April 2024
Contact Person	Ms Amy Fung

**Fresco Group Limited** is now offering 1 vacancy of summer interns from May to August 2024 to United College Students for all majors:

Name of Firm/ Organisation	Fresco Group Limited
Related Website	www.frescogroupltd.com
Department/Unit	Project Management
Job title	Project Assistant
No. of Vacancies	1
Job Description	<ul style="list-style-type: none"> <li>- Assist in planning, organize, execute and deliver design and production projects on time and within budget</li> <li>On-site management</li> <li>- Handle logistics and provide administrative support for efficient project management</li> <li>- Perform ad hoc assignments as required</li> <li>- Need reply email or message with overseas customer</li> </ul>
Experience and Qualifications	<ul style="list-style-type: none"> <li>- Demonstration of strong interest in design and production business</li> <li>- Proactive, detail-minded, responsible, adaptable and resourceful self-starter with tactful communication and interpersonal skills to working among diverse communities</li> <li>- Have on-site setup experience is an advantage</li> <li>- Proficiency in Google office, Mac os and English &amp; Chinese Word Processing</li> <li>- Good communication &amp; Willing to learn</li> <li>- Work on deadline</li> </ul>
Working Period	May to August 2024
Working Hours	9 hrs x 5
Work Address	Room 12, 11/F, Kwai Cheong Centre, No.50 Kwai Cheong Road, Kwai Chung, N.T.
Application Method(s)	Email your CV and job application to: miki@frescogroupltd.com
Application deadline	15 April 2024
Contact Person	Ms Miki Lo

**Yuen Long Merchants Association Secondary School** is now offering 2 vacancies of summer interns from May to July 2024 to United College Students for all majors:

Name of Firm/ Organisation	Yuen Long Merchants Association Secondary School
Related Website	<a href="http://www.ylmass.edu.hk">www.ylmass.edu.hk</a>
Department/Unit	Teaching and Learning (Eng Lang/ STEM)
Job title	Teaching Assistant
No. of Vacancies	2
Job Description	Preparing Subject Lesson Materials, Remedial tutorial class, School Administrative, STEM competition and training
Experience and Qualifications	experience on private tutorials will be a preference
Working Period	May to 31 July 2024
Working Hours	3-4 hrs x 2
Work Address	20 Fung Nie Road, Yuen Long, N.T.
Application Method(s)	Email your CV and job application to: <a href="mailto:chw@ylmass.edu.hk">chw@ylmass.edu.hk</a>
Application deadline	As soon as possible
Contact Person	Ms Chau Ho Wai

**The Loving Tree Education Group (HK) Limited** is now offering 2 vacancies of summer interns from May to August 2024 to United College Students for all majors:

Name of Firm/ Organisation	The Loving Tree Education Group (HK) Limited
Related Website	<a href="http://www.thelovingtree.com">www.thelovingtree.com</a>
Department/Unit	功課輔導組
Job title	功課輔導導師
No. of Vacancies	2
Job Description	負責教授小學功課班，指導及核對功課，默書及問書
Experience and Qualifications	有照顧小學生經驗優先、守時、盡責、衣著端莊
Working Period	May to August 2024
Working Hours	2 hrs x 2/week
Work Address	Flat B, 1/F, Kong Kai Building, 184 Aberdeen Main Road, Aberdeen, Hong Kong
Application Method(s)	Email your CV and job application to: <a href="mailto:thelovingtree@gmail.com">thelovingtree@gmail.com</a>
Application deadline	As soon as possible
Contact Person	Mr Tam Hiu Man Denise

**Levain Bakery** is now offering 2-3 vacancies of summer interns from 1 June to 1 October 2024 to United College Students for all majors:

Name of Firm/ Organisation	Levain bakery
Related Website	<a href="https://levain-bakery.com">https://levain-bakery.com</a>
Department/Unit	Bakery
Job title	Baker
No. of Vacancies	2-3
Job Description	Junior baker, barista, salesperson
Experience and Qualifications	NA. Passionate in baking and coffee making. Dedicated in FnB business and providing excellent service.
Working Period	1 June to 1 October 2024
Working Hours	8-10 hrs / 4-6 days/week
Work Address	Shops 1 and 2, G/F, Novum East ,856 King's Rd, Quarry Bay
Application Method(s)	Email your CV and job application to: Kwokcheungli@hotmail.com
Application deadline	1 June 2024
Contact Person	Mr Li Kwok Cheung

**Business and Professional Alliance for Hong Kong** is now offering 20 vacancies of summer interns from 3 June to 16 August 2024 to United College Students for all majors:

Name of Firm/ Organisation	Business and Professional Alliance for Hong Kong
Related Website	<a href="https://www.bpahk.org/">https://www.bpahk.org/</a>
Department/Unit	
Job title	Summer Intern
No. of Vacancies	20
Job Description	Conduct policy research Assist in event organization Participate in community work Support implementation of community service at the district level
Experience and Qualifications	--
Working Period	3 June to 16 August 2024
Working Hours	8 hrs x 5
Work Address	3204A, 32/F, Tower 1, Admiralty Centre, 18 Harcourt Road, Hong Kong
Application Method(s)	Email your CV and job application to: <a href="mailto:yanchan@bpahk.org">yanchan@bpahk.org</a>
Application deadline	5 April 2024
Contact Person	Ms Yan Chan

**AIA International Limited** is now offering 20 vacancies of summer interns from 1 May to 30 August 2024 to United College Students for all majors:

Name of Firm/ Organisation	AIA International Limited
Related Website	<a href="http://www.aia.com.hk">www.aia.com.hk</a>
Department/Unit	Wealth Management
Job title	Financial Planner Intern
No. of Vacancies	20
Job Description	Wealth management/Pension/Customer service/Sales
Experience and Qualifications	Passionate about interacting with people Good communication and interpersonal skills Mainland background is a preference
Working Period	1 May to 30 August 2024
Working Hours	Flexible
Work Address	36/F, Tower One, The Gateway, The Harbour City, TST
Application Method(s)	Email your CV and job application to: <a href="mailto:yingqi.hao@aia.com.hk">yingqi.hao@aia.com.hk</a>
Application deadline	31 May 2024
Contact Person	Ms Angela Hao

**YF Life Insurance International Ltd** is now offering 3 vacancies of summer interns from 1 May to 31 August 2024 to United College Students for all majors:

Name of Firm/ Organisation	YF Life Insurance International Ltd
Related Website	<a href="http://www.yflife.com">www.yflife.com</a>
Department/Unit	Risk and Wealth Management Consulting - Agency Division
Job title	Summer Intern - Agency Division
No. of Vacancies	3
Job Description	<ul style="list-style-type: none"> <li>- Provide training on wealth management, insurance products and selling skills</li> <li>- Event management, to assist in regular different marketing events and seminars</li> <li>- To provide training courses for completing the two insurance exams (paper 1 &amp; 3) so that a license will be awarded</li> <li>- To visit clients with agent so that to observe the practical marketing job of an insurance agent</li> <li>- To assist in data management for our client base with an in depth analysis</li> <li>- To participate in regular meetings and responsible for those follow-up jobs required for our agents</li> <li>- To help by using social media as a marketing tool</li> <li>- To work with other summer interns or colleagues on launching regular activities such as seminars for health, happy hours, boating, BBQ, Karaoke ..etc</li> </ul>
Experience and Qualifications	<p>Preferable for the last year student who may consider to get an insurance license for their long term career development, either for a permanent or part time job. All the trainings and risk management provided are very useful knowledge for their rest of life, and our business opportunity is huge ( still at a high growth rate) especially in the downturn of economic cycle, unlike other financial sectors.</p> <p>For those year 3 students, if you are interested in our job, you are also welcome and at least to enable you to get a license for your future career development.</p> <p>No special job experience required.</p>
Working Period	1 May to 31 August 2024
Working Hours	6 hrs x 5



Work Address	Unit 1708-12, Tower 2, Grand Century Place, 193 Prince Edward Road West, Kowloon
Application Method(s)	Email your CV and job application to: kw.kwong@yflife.com.hk
Application deadline	30 April 2024
Contact Person	Mr Frankie Kwong