

**2024 Summer Internship Programmes, New Asia College****Local Internship Opportunities:**

<b>Organization / Company</b>	<b>Work location</b>	<b>Job descriptions / Responsibilities</b>	<b>No. of vacancy*</b>	<b>Internship Period</b>	<b>Remarks / Requirements</b>
<b>(1)</b> PACE Supply Chain International Ltd.  <a href="https://pacesupplychain.com/en/">(https://pacesupplychain.com/en/)</a>	Tsuen Wan	<i>Have FUN!</i> You will be collaborating on exciting projects (work with almost all supermarkets in HK) with talented peers as well as top leaders in the global supply chain & E-commerce industry.	1	June to August 2024 (8-10 weeks)	If you are undergraduate students with: <ul style="list-style-type: none"> <li>• Strong enthusiasm and passionate to develop career in global supply chain/ International Trade/ FMCG industry</li> <li>• Creative, digital savvy, detail minded, proactive with high learning agility</li> <li>• Good analytical, communication and interpersonal skills</li> <li>• Excellent written and spoken English and Chinese</li> </ul> Preferably majoring in technical streams: <ul style="list-style-type: none"> <li>• Industrial/ Material Engineering or</li> <li>• Computer / Software Engineering or</li> <li>• Electronic Engineering or</li> <li>• AI / Data Analytics or</li> <li>• Business communication &amp; Japanese literature (Optional)</li> </ul>
<b>(2)</b> Hong Kong Youth (Mainland) Entrepreneurs Service Center (HKYESC)	Tsuen Wan	<i>HAVE FUN!</i> The main responsibilities of Summer Intern include: <ul style="list-style-type: none"> <li>• Enhance the profile &amp; marketing material of HKYESC;</li> <li>• Assisting in digitalization or other short-term projects;</li> <li>• Promote HKYESC to Hong Kong youths on social media platforms such as FB, Twitter, and YouTube</li> </ul>	1	June to August 2024 (8-10 weeks)	If you are undergraduate students: <ul style="list-style-type: none"> <li>• preferably majoring in Business Administration / Accountancy / Finance / Economics / Japanese Literature / Actuarial Science / Social Science / Social Work / Law / Public Policy / Public Administration;</li> <li>• Good command of English and Chinese (spoken and written);</li> <li>• Proficient in PC applications including MS Word, Excel and PowerPoint;</li> </ul>

		<ul style="list-style-type: none"> <li>• Providing administrative and clerical support;</li> <li>• Establishing the SEO platform of HKYESC</li> <li>• Work with the HKYESC team in Nansha &amp; Nanning</li> <li>• To work with universities in HK so as to build network to help HK start-up companies</li> <li>• Networking with HKPC team or HKTDC team to get more funding policies understanding and help members or start-up companies</li> <li>• Work with Government and Organization in Mainland China to build more systems to help HK start-up companies</li> </ul>			<ul style="list-style-type: none"> <li>• A team player with good interpersonal skills; and</li> <li>• With career interest in the public sector.</li> </ul>
<p><b>(3)</b> School of Architecture, CUHK</p>	<p>CUHK and various project sites in Sha Tau Kok &amp; Lantau Island</p>	<p>Architectural Trainee Intern:</p> <ul style="list-style-type: none"> <li>• The trainee will work in multi-disciplinary research team,</li> <li>• assist in architectural design development, project coordination,</li> <li>• produce drawings, models and other exhibition installations under guidance;</li> <li>• attend site visits and meetings with stakeholders for understanding of our projects;</li> <li>• other project related tasks as assigned.</li> </ul>	<p>1</p>	<p>June to August 2024 (8-10 weeks)</p>	<ul style="list-style-type: none"> <li>• Students of Architectural Studies are preferred. Other disciplines, like landscape, urban design, etc., are also welcomed;</li> <li>• computer proficiency (Photoshop, Auto CAD, SketchUp, Rhinoceros, Enscape, MS Word, PowerPoint, etc.);</li> <li>• good command of written &amp; spoken English and Chinese;</li> <li>• attention to detail;</li> <li>• good graphic sense and model-making skills;</li> <li>• good communication skills, positive working attitude and passion in architecture;</li> <li>• responsible and proactive attitude.</li> </ul> <p>*****</p> <p><b>List of our countryside conservation projects:</b></p>

					<ul style="list-style-type: none"> <li>• Project Plum Grove 梅子林復育計劃 (<a href="https://www.facebook.com/project.plum.grove1/">https://www.facebook.com/project.plum.grove1/</a>)</li> <li>• From Valley to Plain 遊谷探埔 (<a href="https://www.facebook.com/kukpo.from.valley.to.plain/">https://www.facebook.com/kukpo.from.valley.to.plain/</a>)</li> <li>• Re-telling the Yung Shue Au Story 重塑榕樹凹故事 (<a href="https://www.facebook.com/the.ysa.story">https://www.facebook.com/the.ysa.story</a>)</li> <li>• Regenerating the Landscape of Lantau Mountain Camp 重塑爛頭營 (<a href="https://www.arch.cuhk.edu.hk/en/projects/research-works/regenerating-lantau-mountain-camp">https://www.arch.cuhk.edu.hk/en/projects/research-works/regenerating-lantau-mountain-camp</a>)</li> <li>• Regenerating Shui Hau 重塑水口 (<a href="https://www.arch.cuhk.edu.hk/projects/research-works/regenerating-shui-hau">https://www.arch.cuhk.edu.hk/projects/research-works/regenerating-shui-hau</a>)</li> </ul>
	CUHK and various project sites in Sha Tau Kok & Lantau Island	<p>Public Relations and Engagement Intern:</p> <ul style="list-style-type: none"> <li>• Assist with organizing logistics and documenting project activities related to Eco-living, Cultural, and Community initiatives;</li> <li>• content creation to present the process and outcome of the projects;</li> <li>• graphic design and production promotional materials;</li> <li>• other project related tasks as assigned.</li> </ul>	1	June to August 2024 (8-10 weeks)	<ul style="list-style-type: none"> <li>• Good command of written and spoken Chinese and English languages;</li> <li>• intermediate photography skills for documentation purposes;</li> <li>• enthusiasm for effective communication with various stakeholders;</li> <li>• proficiency in creating engaging social media content (post, stories, usage of hashtags and interaction with other organizations and target audiences);</li> <li>• detail-oriented with a keen interest in community, eco-living, and Chinese culture;</li> <li>• knowledge of digital marketing, particularly with social media and publishing, is preferred;</li> <li>• preference for candidates with a background in Journalism and Communication.</li> </ul>

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<p><b>(4)</b> CityLab Limited 幸福實驗室  (<a href="https://www.citylab.hk">https://www.citylab.hk</a>)</p>	<p>Cheung Sha Wan</p>	<p>「微創計劃」(Mini Social Innovation Project) 實習生 (二人一組)</p> <ul style="list-style-type: none"> <li>• 在職培訓由 CityLab 提供, 例如: Design thinking, Co-creation, Project management, Risk management 等。</li> <li>• 策劃一個微型社創計劃, 並需具備以下條件: <ul style="list-style-type: none"> <li>✓ 具有意義— 能夠針對和回應弱勢社群的需要。</li> <li>✓ 創新性— 能體現和善用學生本身的知識和興趣、打破既定思維或模式、包含多元共創的元素。</li> </ul> </li> </ul>	<p>4 to 6</p>	<p>June to August 2024 (8-10 weeks)</p>	<ul style="list-style-type: none"> <li>• 歡迎各主科同學;</li> <li>• 具團隊合作精神、成熟、友善、積極主動、能獨立處事及具良好人際溝通能力;</li> <li>• 對社區工作有好奇心、興趣, 願意接觸社區人士;</li> <li>• 能書寫通順的中、英文, 操流利的粵語、英語;</li> <li>• 熟悉中英文電腦文書應用;</li> <li>• 五天工作, 按工作情況需要, 有機會於星期六、日工作。</li> </ul> <p>(Chinese version only)</p>

		<ul style="list-style-type: none"> <li>✓ 可行性—學生的執行能力和對計劃的掌握程度；資源和預算的分配。</li> <li>✓ 可持續性—微創計劃只是一個起步試點，後續有資源和營運者繼續營運計劃方為理想。</li> <li>• 協助機構其他相關工作。</li> </ul> <p>(歡迎同學組隊申請，請於申請書上注明組員姓名)</p> <p><i>(Chinese version only)</i></p>			
<p><b>(5)</b> CMA Testing &amp; Certification Laboratories Limited</p> <p><a href="https://www.cmatesting.org">(<a href="https://www.cmatesting.org">https://www.cmatesting.org</a>)</a></p>	Fotan	<ul style="list-style-type: none"> <li>• Handling of tests related to routine sample;</li> <li>• Sample preparation and result analysis;</li> <li>• Undertake any other duties as assigned.</li> </ul>	2	June to August 2024 (8-10 weeks)	<ul style="list-style-type: none"> <li>• Students majoring in Chemistry or Environmental Sciences.</li> </ul>

**\* Number of vacancy(ies) is/are subject to the final decision of individual organization.**