

INTERNSHIP TRAINING PROGRAMME

RECRUITMENT DETAILS

Please provide the following information and email to me.connect@polyu.edu.hk
Relevant details in separate sheet is also acceptable.

Company website: www.otis.com

Company name: Otis Elevator Company (HK) Limited

Intern position: Internship- Engineering

No. of Interns required: 10

Job nature: Engineering

Duties:

- Assist in project coordination for the engineering team
- Assist the Engineering Manager and engineers in carrying out the projects plan
- Support the project progress and work with internal department to ensure on-time delivery
- Prepare drafting design in conjunction with the architectural, structural and E&M designs
- Assure the accuracy and completeness of all drawings, files, engineering records, prints, and tasks of assigned projects
- Assist with the development and maintenance of the parts catalogs, owner's manuals, and operational instruction manuals for the assigned products
- Other tasks and projects, as assigned

Requirements:

- Bachelor or master degree program in Engineering discipline (or equivalent)
- Internship or previous working experience in a E&M engineering role is a plus
- Good understanding of 2D and 3D modelling
- Ability to read, interpret and create mechanical drawings
- Working knowledge of mechanical tools and equipment
- Proficiency in MS Office (Intermediate/ advanced user of Excel)
- Proficiency in spoken and written English and Chinese
- Collaborative, helpful and open to new challenges, detail-oriented
- Attention to detail, the ability to multi-task, well organized and self-motivated

Working location: 12/F, Goldin Financial Global Centre, 17 Kai Cheung Road, Kowloon Bay, Hong Kong

Working period: 1 Jun 2019- 31 Aug 2019

Working Hour: M-F 0845-1730

Salary/ Allowance/ Fringe benefits (if any): \$6500 per month

Application Method: *(please feel free to amend the following details)*

Please send your application to (email address: recruithk@otis.com)

Email subject: Application for Engineering Summer internship 2018

Attach with the following documents combining to **ONE pdf file.**

1. Cover letter (attached with a photograph)
2. Resume
3. Academic transcripts

Application deadline: 30 April 2018.