LABORATORY FOR ARTIFICIAL INTELLIGENCE IN DESIGN LIMITED

Post Specification

Part-time Intern / Student Assistant (Ref. No.: AiDLab-PTI-SA)

Duties

The appointee will join the Marketing Team of the Laboratory which focuses on promoting various projects. He/She will assist the team in day-to-day operations, including handling a large volume of data input and record update, proof-reading as well as other administrative/event support and ad-hoc duties. Working hours will be flexible.

The appointee will also be required to:

(a) input data in an accurate and efficient manner;

(b) provide clerical support to the team;

(c) handle phone calls and general enquiries; and

(d) perform any other duties as assigned by the Centre Director of the Laboratory or his/her delegates.

Qualifications

Applicants should be a university graduate or undergraduate student. They should have five passes in HKCEE including English Language (at least Grade C if Syllabus A; Level 2 if results are obtained from 2007 onwards) and Chinese Language (Level 2 if results are obtained from 2007 onwards); or a combination of results in five HKDSE subjects of Level 2 in New Senior Secondary subjects / "Attained" in Applied Learning subjects / Grade E in Other Language subjects, and the five subjects must include English Language and Chinese Language.

Applicants should also:

(a) have good PC skills including Chinese word processing;

(b) be familiar with Microsoft office software including Outlook, Excel and Word; experience in using Adobe Creative Suite, such as InDesign, Illustrator, Photoshop will be an advantage;

(c) have a good command of spoken English and Chinese (Cantonese and Putonghua), and good telephone manner; and

(d) be independent with a strong sense of responsibility, punctual, detail-oriented and detail-minded.

Preference will be given to those who are immediately available and have customer service experience.

Please return the completed application form, together with a detailed curriculum vitae, to the AiDLab by email to career@aidlab.hk. Application form can be downloaded from here.

Remuneration

A highly competitive remuneration package will be offered. Applicants should state their current and expected salary in the application.

9 December 2021