



**11 May 2023**

Your ref:

Our ref: HKCG/CSAD/2023/M/02-02/POLYU-ISE

**Department of Industrial and Systems  
Engineering**  
Room EF625, Core F, Main Campus  
The Hong Kong Polytechnic University  
Hung Hom, Kowloon  
Hong Kong

Dear Sir / Madam,

**Half-year Student Internship Opportunities**

**The Hong Kong and China Gas Company Limited (“Towngas”) – Corporate Supplies and Administration Department** would like to offer an internship opportunity to current undergraduates. You may kindly refer to appendix for details of the job.

It would be much grateful if your department can assist in disseminating the information to the students. For students who are interested, they can submit their application with a detailed resume **quoting reference number via email** (Email Address: CSAD@towngas.com) **by 19 May 2023 (Friday)**.

Should you have any question, please contact Mr. Parry Chan at (852) 2963-2768.

Yours faithfully,

Corporate Supplies and Administration Department  
The Hong Kong and China Gas Company Limited

## APPENDIX A

### Half-year Student Internship Opportunities

(Reference Number: CSAD/2023/T-ITRN02)

#### Key responsibilities included:

- Assist in planning and implementation of new initiatives, such as facilities and system enhancement, process improvement etc. (i.e. EV Replacement Project)
- Involve in the company-wide fleet management enhancement project
- Provide technical support to fleet management systems, and daily operation of vehicle maintenance workshops
- Provide support to general document handlings and ad-hoc tasks

#### Requirements:

- Pursuing a Bachelor's Degree in penultimate year of study
- Major in Mechanical Engineering, Automotive Engineering, Industrial Engineering or relevant discipline
- Experience in engineering design, building services or energy system in university projects would be an advantage
- Excellent written and spoken English and/or Chinese
- Strong in problem solving and critical thinking ability
- Positive attitude and enthusiasm in the performance of responsibility

#### Internship Period:

- From June / July 2023 to December 2023