












**Maritime and Aviation Internship Scheme**  
**Maritime-related Internship Places (Summer 2020)**  
 (as at 12.5.2020)





Company Name & Company Website	No. of Intern Places	Main Job Duties	Internship Period (minimum 4 weeks) e.g. dd/mm – dd/mm/2020	Monthly Honorarium to Intern (HK\$)	Specific Requirements (if any) e.g. area of study/ skill / language	Application Deadline	Application Method  MATF_IN_FA (Maritime) (Rev1_2)
A & G Logistics Ltd. <a href="http://www.anghk.com">www.anghk.com</a>	5	<ul style="list-style-type: none"> <li>• Project Management</li> <li>• All communication in English</li> </ul>	01/05 – 30/09/2020	\$60-80/hr	Logistics / Business	31/05/2020	By Email:- <a href="mailto:kam@anghk.com">kam@anghk.com</a> or send to whatsapp Number:- 852-65112424 in word or PDF format
Asia Insurance Co., Ltd. <a href="http://www.asiainsurance.hk">http://www.asiainsurance.hk</a>	1	<ul style="list-style-type: none"> <li>• To provide policy admin. &amp; clerical supports to Marine Department;</li> <li>• To assist in processing the new &amp; renewal policy applications;</li> <li>• To establish and maintain the document records &amp; filing system;</li> <li>• To assist in data input, checking and mailing;</li> <li>• To perform the ad hoc duties assigned by manager</li> </ul>	6 – 8 weeks	\$40-50/hr	<ul style="list-style-type: none"> <li>• Fast learner with positive working attitude;</li> <li>• Good commands of PC and Word processing skills</li> </ul>	30/06/2020	By email:- <a href="mailto:hr-asiains@afh.hk">hr-asiains@afh.hk</a>
Bernhard Schulte Shipmanagement (HK) Limited Partnership <a href="http://www.bs-shipmanagement.com">www.bs-shipmanagement.com</a>	1	Please see the recruitment advertisement for “Technical Trainee”  BSM - Technical Trainee.pdf	01/07 – 31/08/2020 (6-8 weeks) Can be flexible	\$5,000	Please see the recruitment advertisement for “Technical Trainee”  BSM - Technical Trainee.pdf	10/06/2020	Email to <a href="mailto:hk-smc-hr@bs-shipmanagement.com">hk-smc-hr@bs-shipmanagement.com</a>


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Bernhard Schulte Shipmanagement (HK) Limited Partnership <a href="http://www.bs-shipmanagement.com">www.bs-shipmanagement.com</a>	1	Please see the recruitment advertisement for “Fleet Personnel Trainee”  BSM - Fleet Personnel Trainee.p	01/07 – 31/08/2020 (6-8 weeks) Can be flexible	\$5,000	Please see the recruitment advertisement for “Fleet Personnel Trainee”  BSM - Fleet Personnel Trainee.p	10/06/2020	Email to <a href="mailto:hk-smc-hr@bs-shipmanagement.com">hk-smc-hr@bs-shipmanagement.com</a>
Brenda Chark & Co. <a href="http://www.brendachark.com">www.brendachark.com</a>	4	<ul style="list-style-type: none"> <li>Performing legal research</li> <li>Filing of documents</li> <li>All other administrative and professional support</li> </ul>	01/05 – 30/09/2020	\$8,000	Strong academic performance and inter-personal skills	31/07/2020	By email to <a href="mailto:recruit@brendachark.com">recruit@brendachark.com</a>
Cargo Services Far East Limited <a href="http://www.cargofe.com">www.cargofe.com</a>	10	<ul style="list-style-type: none"> <li>To support routine duties in various departments;</li> <li>Other ad hoc / projects duties as assigned</li> </ul>	15/06 – 31/08/2020 (about 2 months of above period)	\$8,000	<ul style="list-style-type: none"> <li>Business Administration; Supply Chain Management / Shipping / Logistics; System Engineering / Industrial Engineering</li> <li>Proficient Microsoft offices skill, such as MS Word, Excel and Powerpoint</li> </ul>	30/06/2020	For interested parties, please apply with a cover letter, detailed resume and the MATF application form to <a href="mailto:career@cargofe.com">career@cargofe.com</a>
Chevalier AOC Freight Express Holdings Limited <a href="https://aochk.com">https://aochk.com</a>	3	Assistance and strategic recommendations to logistics and freight forwarding operations	01/06 – 31/08/2020	\$8,000 – \$9,000	Students studying in Supply Chain Management and Air Transport	15/05/2020	Email to <a href="mailto:paultsang@aochk.com">paultsang@aochk.com</a> enclosing MATF application form and resume with the email title “Summer internship application – Your name”, e.g., Summer internship application – Mr. Chan Tai Man


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China Maritime Arbitration Commission Hong Kong Arbitration Center	2	<ul style="list-style-type: none"> <li>• Administering arbitration case</li> <li>• Promoting the services of CMAC HK through public speaking engagements;</li> <li>• Representing CMAC HK at external meetings and events;</li> <li>• Organizing conferences and seminars; and</li> <li>• Publishing material on current issues in international arbitration and other forms of dispute settlement.</li> </ul>	01/07 – 30/09/2020  (Working days Monday to Friday Working hour 9:00 – 17:00)	\$4,000 or \$200/day	<ul style="list-style-type: none"> <li>• University degree in law;</li> <li>• Excellent in spoken and written in both English and Chinese;</li> <li>• Good legal analysis, drafting skills, and attention to detail;</li> <li>• Good marketing skills, including designing flyers for events.</li> <li>• A pro-active, highly responsible and problem-solving work ethic; and</li> <li>• Good interpersonal skills, including the ability to work effectively in a team setting</li> </ul>	15/06/2020	By email: <a href="mailto:hk@cietac.org">hk@cietac.org</a> Cc: <a href="mailto:mengyangzi@cietac.org">mengyangzi@cietac.org</a>
DACHSER Far East Limited  <a href="http://www.dachser.hk">www.dachser.hk</a>	1	<p><b><u>Regional Ocean Freight Pricing Department</u></b></p> <ol style="list-style-type: none"> <li>1. Market intelligence and reporting <ul style="list-style-type: none"> <li>• contacting suppliers in Asia for the most updated charges in all locations cover by far east</li> <li>• collecting all data on hand and advice which suppliers to be used in short run</li> </ul> </li> <li>2. Clearing up Product matrix and communication matrix <ul style="list-style-type: none"> <li>• contacting suppliers in Asia for the most updated person in charge to enhance efficient communication</li> </ul> </li> </ol>	01/06 – 31/08/2020	\$8,000	Applicants should <ul style="list-style-type: none"> <li>• be undergraduate student pursuing bachelor’s degree in related field;</li> <li>• be passionate to build a career in logistics industry after graduation;</li> <li>• be energetic, a fast learner, proactive yet detail-oriented;</li> <li>• have an excellent command of written and spoken Cantonese, English; and</li> <li>• be proficient in computer applications including MS Word, Excel &amp; PowerPoint</li> </ul>	30/06/2020	By email the full resume to <a href="mailto:HR.APAC-ASL@dachser.com">HR.APAC-ASL@dachser.com</a>

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Expeditors Hong Kong Limited <a href="http://www.expeditors.com">www.expeditors.com</a>	6	<b>Ocean Division</b> <ul style="list-style-type: none"><li>• To handle document collection and distribution in accordance with our operations procedure and customers' requirement</li><li>• To be responsible for order taking and pick up arrangements</li><li>• To monitor the filing system and computerized database</li></ul>	01/06 – 31/08/2020	\$52/hr (approx. \$8,000-\$9,000)	Applicant should <ul style="list-style-type: none"><li>• Study in Higher Diploma/ Associate Degree / Degree programmes (non-final year students);</li><li>• Have good command of spoken and written English</li><li>• Working location at Kowloon Bay</li><li>• Standard working hour: 9:00-18:00 (Mon to Fri)</li></ul>	Mid Jun 2020	By email to <a href="mailto:hkgpersonnel@expeditors.com">hkgpersonnel@expeditors.com</a> with MATF application form
Expeditors Hong Kong Limited <a href="http://www.expeditors.com">www.expeditors.com</a>	2	<b>Customs Brokerage</b> <ul style="list-style-type: none"><li>• To handle customer declaration and associated tasks</li><li>• To handle document collection and distribution in accordance with our operations procedure and customers' requirement</li><li>• To be responsible for order taking and pick up arrangements</li><li>• To monitor the filing system and computerized database</li></ul>	01/06 – 31/08/2020	\$52/hr (approx. \$8,000-\$9,000)	Applicant should <ol style="list-style-type: none"><li>1. Study in Higher Diploma/ Associate Degree / Degree programmes (non-final year students);</li><li>2. Have good command of spoken and written English</li><li>3. Working location at Kowloon Bay</li><li>4. Standard working hour: 9:00-18:00 (Mon to Fri)</li></ol>	Mid Jun 2020	By email to <a href="mailto:hkgpersonnel@expeditors.com">hkgpersonnel@expeditors.com</a> with MATF application form
Hankyu Hanshin Express (HK) Ltd. <a href="http://www.hhe-global.com">www.hhe-global.com</a>	1	<b>Working in Sales &amp; Marketing</b> <ul style="list-style-type: none"><li>• Quotation and calculation sheet preparation</li><li>• Maintain file and records, preparation of invoice</li><li>• To make sales call and new customer approach</li></ul>	Jun – Sep 2020 (59 days)	\$8,500	<b>Area of Study</b> <ul style="list-style-type: none"><li>• Logistics &amp; Transportation</li><li>• Marketing</li><li>• Public Relation</li></ul>	10/07/2020	Please apply quoting ref : S&M via <a href="mailto:recruitment@hk.hh-express.com">recruitment@hk.hh-express.com</a>


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Hankyu Hanshin Express (HK) Ltd. <a href="http://www.hhe-global.com">www.hhe-global.com</a>	2	<b><u>Working in Sea Freight Department</u></b> <ul style="list-style-type: none"> <li>• Handle Sea Import and Sea Export shipment</li> <li>• Data input shipping instruction into the system</li> <li>• To learn from our Sea Warehouse Operation workflow and/or visit Hong Kong Terminal port</li> <li>• Communicate with overseas office and local customer for booking release</li> <li>• To understand the daily operation for Sea Freight Department</li> <li>• Handle daily operation of Sea Freight import and export shipment</li> </ul>	Jun – Sep 2020 (59 days)	\$8,500	Nil	10/07/2020	Please apply quoting ref : Sea Freight via <a href="mailto:recruitment@hk.hh-express.com">recruitment@hk.hh-express.com</a>
Hankyu Hanshin Express (HK) Ltd. <a href="http://www.hhe-global.com">www.hhe-global.com</a>	1	<b><u>Working in Freight Operation Department</u></b> <ul style="list-style-type: none"> <li>• Assist for daily Operations job.</li> <li>• Issue invoice, daily flight checking, filing.</li> <li>• Prepare and update HAWB details, &amp; ad-hoc assignment.</li> </ul>	Jun – Sep 2020 (59 days)	\$8,500	<ul style="list-style-type: none"> <li>• Major in Logistics and related subjects.</li> <li>• Good interpersonal communication.</li> <li>• Independent</li> <li>• Good in English and Cantonese.</li> </ul>	10/07/2020	Please apply quoting ref : OPS via <a href="mailto:recruitment@hk.hh-express.com">recruitment@hk.hh-express.com</a>
Hankyu Hanshin Express (HK) Ltd. <a href="http://www.hhe-global.com">www.hhe-global.com</a>	1	<b><u>Working in Management Information System Department</u></b> <ul style="list-style-type: none"> <li>• Perform as quality assurance for system testing</li> <li>• Prepare and maintain user related documentations</li> <li>• Support and facilitate team lead in system planning, monitoring and reporting to ensure project success</li> </ul>	Jun – Sep 2020 (59 days)	\$8,500	Nil	10/07/2020	Please apply quoting ref : MIS via <a href="mailto:recruitment@hk.hh-express.com">recruitment@hk.hh-express.com</a>


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Holman Fenwick Willan <a href="http://www.hfw.com">www.hfw.com</a>	5	<ul style="list-style-type: none"> <li>Assist in various tasks assigned by the departments</li> <li>Conduct legal research</li> <li>Attend trainings</li> </ul>	03/08 – 28/08/2020	\$6,000	Fluent in both Chinese and English	31/05/2020	Please send us your cover letter, CV and academic transcript to <a href="mailto:hk.recruitment@hfw.com">hk.recruitment@hfw.com</a>
Hongkong International Terminals Limited <a href="http://Hit.com.hk">Hit.com.hk</a>	11	Please refer to the enclosed file (“HIT Summer Internship Program 2020 Recruitment Advertisement”)  HIT.pdf	29/06 – 07/08/2019 (6 weeks)	\$320 per working day (To be reviewed)	Please refer to the enclosed file (“HIT Summer Internship Program 2020 Recruitment Advertisement”)  HIT.pdf	20/05/2020	Please refer to the enclosed file (“HIT Summer Internship Program 2020 Recruitment Advertisement”)  HIT.pdf
Hongkong United Dockyards Limited	10	Provide Support to respective department	Jun to Sep 2020	\$8,000	<ul style="list-style-type: none"> <li>Willing to Learn</li> <li>Detail-minded</li> <li>Good Communication Skills</li> </ul>	25/05/2020	Submit to MATF or send CV to <a href="mailto:careers@hud.com.hk">careers@hud.com.hk</a>
Hong Kong Ming Wah Shipping Co. Limited	1	<b><u>Work at Integrated Management Dept</u></b> <ul style="list-style-type: none"> <li>assist in filing system, IT management projects, and corporate events</li> <li>other ad-hoc assignments</li> </ul>	01/06 – 31/08/2020	\$40/hr	<ul style="list-style-type: none"> <li>major in Media, IT, or Info Management is preferred</li> <li>good command of both spoken and written English and Chinese, strong proficiency in Putonghua is a MUST</li> </ul>	31/5/2020	Send CV to: <a href="mailto:mw.recruit@cmbk.com">mw.recruit@cmbk.com</a>
Hong Kong Ming Wah Shipping Co. Limited	4	<b><u>Work at Crew Dept</u></b> <ul style="list-style-type: none"> <li>handle crew registration, application / renewal of crew certificates</li> <li>keep update of all crew personal records including personal data, service record, certificate status and appraisal report, etc.</li> <li>Other ad-hoc assignments</li> </ul>	01/06 – 31/08/2020	\$40/hr	<ul style="list-style-type: none"> <li>major in Shipping, Logistics or Human Resources Management is preferred</li> <li>good command of both spoken and written English and Chinese, strong proficiency in Putonghua is a MUST</li> </ul>	31/5/2020	Send CV to: <a href="mailto:mw.recruit@cmbk.com">mw.recruit@cmbk.com</a>





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Kintetsu World Express (HK) Limited <a href="http://www.kwehkg.com.hk">www.kwehkg.com.hk</a>	6	<ul style="list-style-type: none"> <li>Assist in daily operations</li> <li>Support administrative functions and maintain filing system</li> <li>Perform other supportive ad hoc duties as assigned</li> </ul>	May – Aug 2020 (2 months)	\$8,000 - \$9,000	<ul style="list-style-type: none"> <li>Secondary six graduates or above, preferably non-final year undergraduates in Business Administration, Aviation, Logistics, Supply Chain Management or other related disciplines</li> <li>Responsible and mature with good interpersonal and communication skills</li> <li>Good command of English and Chinese in both written and spoken forms</li> <li>Proficient in office applications</li> </ul>	15/07/2020	By email to <a href="mailto:kwehkg.recruit@kwe.com">kwehkg.recruit@kwe.com</a> with a covering letter and resume
Kuehne & Nagel Limited <a href="http://www.kuehne-nagel.com">www.kuehne-nagel.com</a>	5	<ul style="list-style-type: none"> <li>Support operational / documentation works for sea freight</li> <li>Involve in business logistics and reporting tasks</li> <li>Provide general support as assigned by superior</li> </ul>	01/06-30/09/2020	\$8,000	<ul style="list-style-type: none"> <li>Logistics / Supply Chain / Business Administration / HR related disciplines</li> <li>Proficiency in MS office</li> <li>Good English &amp; Mandarin</li> </ul>	05/06/2020	By email to <a href="mailto:hongkong.jobs@kuehne-nagel.com">hongkong.jobs@kuehne-nagel.com</a>
Kwong Wing Cargo Service Limited <a href="http://www.transland.com.hk">www.transland.com.hk</a>	2	Research, and Development	May – Sep 2020	\$9,000	Interested in Ecommerce	Within the period	Send CV to <a href="mailto:info@transland.com.hk">info@transland.com.hk</a>
Kwong Wing Cargo Service Limited <a href="http://www.transland.com.hk">www.transland.com.hk</a>	2	Account executive	May – Sep 2020	\$9,000	Studied account subjects	Within the period	Send CV to <a href="mailto:info@transland.com.hk">info@transland.com.hk</a>
Kwong Wing Cargo Service Limited <a href="http://www.transland.com.hk">www.transland.com.hk</a>	2	Sales and marketing	May – Sep 2020	\$9,000	Interested to test projects	Within the period	Send CV to <a href="mailto:info@transland.com.hk">info@transland.com.hk</a>


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Kwong Wing Cargo Service Limited <a href="http://www.transland.com.hk">www.transland.com.hk</a>	6	Operation	May – Sep 2020	\$9,000	Interested in logistics implementation	Within the period	Send CV to <a href="mailto:info@transland.com.hk">info@transland.com.hk</a>
Modern Terminals Limited <a href="http://www.modernterminals.com/group/index.php">http://www.modernterminals.com/group/index.php</a>	4	<b>For Civil Engineering</b> <ul style="list-style-type: none"> <li>• Cathodic Protection Installation Works for quay piles <ul style="list-style-type: none"> <li>- Assist supervision of Cathodic Protection installation work</li> <li>- Assist management of site Record</li> </ul> </li> <li>• Warehouse Development <ul style="list-style-type: none"> <li>- Assist to develop the Database</li> <li>- Assist preparation of General Building Plan for submission to Buildings Department</li> </ul> </li> <li>• Document Management System Enhancement <ul style="list-style-type: none"> <li>- Assist data input of document management system</li> </ul> </li> </ul>	01/06 – 31/08/2020 (2-3 months)	\$7,200	<ul style="list-style-type: none"> <li>• Undergraduate in Civil Engineering or related discipline</li> <li>• Knowledge of MS office, Autocad</li> </ul>	15/05/2020	By email: <a href="mailto:recruitment@modernterminals.com">recruitment@modernterminals.com</a>





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Modern Terminals Limited <a href="http://www.modernterminals.com/group/index.php">http://www.modernterminals.com/group/index.php</a>	2	<b>For Human Resources</b> <ul style="list-style-type: none"> <li>• Prepare Business Trip / Leave Summary</li> <li>• Assist to compile Monthly Injury Leave Summary</li> <li>• Update entitlement list to service provider <ul style="list-style-type: none"> <li>- Health Checkup</li> <li>- Medical Insurance</li> <li>- Dental Service</li> </ul> </li> <li>• Prepare letters and certifications for application of visa, housing, school fee remission and student financial assistance applications</li> <li>• Collect and send medical claim forms by weekly</li> <li>• Update leave records in the SuccessFactor</li> <li>• Provide clerical support to the team such as in/out documents tray, data input, filing etc.</li> <li>• Support different HR projects</li> </ul>	01/06 – 31/08/2020 (2-3 months)	\$7,200	<ul style="list-style-type: none"> <li>• Undergraduate in Business Administration or related discipline</li> <li>• Chinese and English Word Processing</li> <li>• Knowledge of MS office</li> <li>• Detail-minded and well-organized</li> <li>• Diligent, prudent and wiling to learn</li> </ul>	15/05/2020	By email: <a href="mailto:recruitment@modernterminals.com">recruitment@modernterminals.com</a>
MOL Consolidation Service Limited <a href="http://www.molconsolidation.com">www.molconsolidation.com</a>	6	<ul style="list-style-type: none"> <li>• Provide general assistance and supports to: – <ul style="list-style-type: none"> <li>- <b>Finance &amp; Accounting, or</b></li> <li>- <b>Information Technology</b></li> </ul> </li> <li>• Carry out ad-hoc projects and assignments as required.</li> </ul>	Jun – Aug 2020	\$400/day (approximately \$9,000)	<ul style="list-style-type: none"> <li>• Preferably undergraduate degree in Accounting, Computing, Logistics, Business or related disciplines;</li> <li>• Proficient in Microsoft Office such as Word, Excel, PowerPoint;</li> <li>• Good command of written and spoken English and Chinese.</li> </ul>	15/06/2020	Send cover letter and full resume to <a href="mailto:HK-HRM-INTERN@molgroup.com">HK-HRM-INTERN@molgroup.com</a> with reference code “MCS” is put in the email subject. Please indicate which department(s) you are applying for in your email


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MOL Hong Kong Limited <a href="https://www.mol.co.jp/en">https://www.mol.co.jp/en</a>	4	<ul style="list-style-type: none"> <li>• Provide general assistance and supports to: –               <ul style="list-style-type: none"> <li>- <b>Finance &amp; Accounting,</b></li> <li>- <b>Human Resources, or</b></li> <li>- <b>Offshore Project Division</b></li> </ul> </li> <li>• Carry out ad-hoc projects and assignments as required.</li> </ul>	Jun – Aug 2020	\$400/day (approximately \$9,000)	<ul style="list-style-type: none"> <li>• Preferably undergraduate degree in Accounting, Human Resources Management, Shipping, Logistics, Supply Chain Management or related disciplines;</li> <li>• Proficient in Microsoft Office such as Word, Excel, PowerPoint;</li> <li>• Good command of written and spoken English and Chinese</li> </ul>	15/06/2020	Send cover letter and full resume to <a href="mailto:HK-HRM-INTERN@molgroup.com">HK-HRM-INTERN@molgroup.com</a> with reference code “MOLHK” is put in the email subject. Please indicate which department(s) you are applying for in your email
MOL Information Technology Asia Limited <a href="http://www.mol-it.com">www.mol-it.com</a>	1	<ul style="list-style-type: none"> <li>• Provide general assistance and supports to the Business Consulting, Enterprise Infrastructure Services and/or Administration Department.</li> <li>• Carry out ad-hoc projects and assignments as required.</li> </ul>	Jun – Aug 2020	\$400/day (approximately \$9,000)	<ul style="list-style-type: none"> <li>• Preferably undergraduate degree in Computer Science, Computing, Information Engineering, Statistics, Data Science, Mathematics, Internet or related disciplines;</li> <li>• Proficient in Microsoft Office such as Word, Excel, PowerPoint;</li> <li>• Good command of written and spoken English and Chinese</li> </ul>	15/06/2020	Send cover letter and full resume to <a href="mailto:HK-HRM-INTERN@molgroup.com">HK-HRM-INTERN@molgroup.com</a> with reference code “MOLIT” is put in the email subject.
MOL Worldwide Logistics, Limited <a href="http://www.mol-worldwide-logistics.com">www.mol-worldwide-logistics.com</a>	1	<ul style="list-style-type: none"> <li>• Provide general assistance and supports to the NVOCC Headquarter Administration, Global Procurement &amp; Pricing and/or Business Development Department.</li> <li>• Carry out ad-hoc projects and assignments as required.</li> </ul>	Jun – Aug 2020	\$400/day (approximately \$9,000)	<ul style="list-style-type: none"> <li>• Preferably undergraduate degree in Logistics, Shipping, Supply Chain Management, Computing, or related disciplines;</li> <li>• Proficient in Microsoft Office such as Word, Excel, PowerPoint;</li> <li>• Good command of written and spoken English and Chinese</li> <li>•</li> </ul>	15/06/2020	Send cover letter and full resume to <a href="mailto:HK-HRM-INTERN@molgroup.com">HK-HRM-INTERN@molgroup.com</a> with reference code “MWL” is put in the email subject.


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New World First Ferry Services Limited <a href="http://www.nwff.com.hk">www.nwff.com.hk</a>	1	<ul style="list-style-type: none"> <li>• Provide administrative support to Human Resources Department</li> <li>• To assist in co-ordinating staff recruitment interview and recreation activity</li> <li>• to conduct data entry and document management</li> <li>• to perform any other duties as assigned by supervisor</li> </ul>	3-4 months	Approx \$9,000	<ul style="list-style-type: none"> <li>• Willing to learn with detail-minded and good interpersonal skills</li> <li>• Proficient in PC applications including MS Word, Excel and Chinese word processing</li> <li>• Must be able to work for the whole summer time</li> </ul>	20/5/2020	Email to <a href="mailto:hrd@nwff.com.hk">hrd@nwff.com.hk</a>
New World First Ferry Services Limited <a href="http://www.nwff.com.hk">www.nwff.com.hk</a>	1	<ul style="list-style-type: none"> <li>• provide administrative support to various department</li> <li>• to conduct data entry and documents management</li> <li>• to perform any other duties as assigned by supervisor</li> </ul>	2-3 months	Approx \$9,000	<ul style="list-style-type: none"> <li>• Willing to learn with detail-minded and good interpersonal skills</li> <li>• Proficient in PC applications including MS Word, Excel and Chinese word processing</li> </ul>	31/5/2020	Email to <a href="mailto:hrd@nwff.com.hk">hrd@nwff.com.hk</a>
Noatum Logistics Hong Kong Limited <a href="http://www.noatumlogistics.com">www.noatumlogistics.com</a>	2	Provide clerical supports to different departments	3 months	\$8,000 - \$9,000	Any relevant discipline	30/05/2020	Send CV to <a href="mailto:recruithk@noatumlogistics.com">recruithk@noatumlogistics.com</a>
Ocean Network Express (East Asia) Limited <a href="https://www.one-line.com/">https://www.one-line.com/</a>	2	<ul style="list-style-type: none"> <li>• Support the daily operations to the teams</li> <li>• Perform general admin duties</li> </ul>	01/06 – 31/08/2020	\$9,000	Studying logistics or supply chain related subjects	31/05/2020	Email Resume (with available period & expected salary) to <a href="mailto:Eas.rhq.hr.intern@one-line.com">Eas.rhq.hr.intern@one-line.com</a>
Orient Overseas Container Line Ltd. <a href="http://www.oocl.com">www.oocl.com</a>	29	Please refer to the attached job ad  OOCL.pdf	Jun – Aug 2020	\$9,000	Please refer to the attached job ad  OOCL.pdf	31/05/2020	Please refer to the attached job ad  OOCL.pdf

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Ove Arup & Partners Hong Kong Limited <a href="http://www.arup.com">www.arup.com</a>	1	<ul style="list-style-type: none"> <li>• Our Internship training educates students with practical orientations, professional hands-on readiness and real world working experience before they graduate</li> <li>• Students will work directly with and support engineers of our Maritime Team in performing technical research, design and analysis while exercising intern's creativity in different Maritime related Projects</li> </ul>	Jun – Aug 2020 (8 weeks)	To Be Confirmed	<ul style="list-style-type: none"> <li>• Civil engineering student who have interests to develop career in maritime</li> <li>• Excellent written and oral communication skills</li> <li>• Experience with AutoCAD and Microsoft Visio is an asset</li> </ul>	31/05/2020	Please apply online from our Job Application System: <a href="https://jobs.arup.com/">https://jobs.arup.com/</a>  Please search for the job – 2020 Intern (Maritime) [Job Ref.: HON0000ZF]  (No need to use MATF application form)
Pacific Basin Shipping (HK) Limited <a href="http://www.pacificbasin.com">www.pacificbasin.com</a>	2	To provide general assistance in the daily operations of the crewing & technical Team	1.5 month	\$350/Day	Studying maritime subjects	15/05/2020	By email to <a href="mailto:recruiting@pacificbasin.com">recruiting@pacificbasin.com</a>
RKH Specialty (HK) Limited <a href="https://www.rkhspecialty.com/">https://www.rkhspecialty.com/</a>	2	To assist in <ul style="list-style-type: none"> <li>• handling documentation</li> <li>• maintaining files/ records</li> <li>• collating data and preparing reports</li> <li>• providing administrative support to different functions</li> </ul>	Jun – Sep 2020 (2 – 3 months)	\$8,000	<ul style="list-style-type: none"> <li>• Good communication skills in English and Cantonese</li> <li>• Good knowledge of MS Word, Excel &amp; Outlook</li> </ul>	30/06/2020	(1) By email to <a href="mailto:hr@rkhspecialty.com">hr@rkhspecialty.com</a> ; or (2) By post to 35/F, Citicorp Centre, 18 Whitfield Road, Causeway Bay, Hong Kong Attn to: HR Department

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Seaspan Ship Management Limited <a href="https://www.seaspancorp.com">https://www.seaspancorp.com</a>	1	<ul style="list-style-type: none"> <li>• Join Seaspan' Procurement department with direct involvement in tender and development of internal tools.</li> <li>• Work directly with Senior Category Manager on the categories of dry-docking and technical services to vessels</li> <li>• Attend department meetings to gain broad exposure to a wide range of procurement topics</li> <li>• Participate in contracting and price negotiations</li> <li>• Perform complex data analysis to support strategic decisions</li> <li>• Design systems, tools and processes to support long-term development of the categories</li> <li>• Take ownership of critical parts of the tendering process</li> <li>• Provide administrative support (~10% of time allocated)</li> </ul>	Jun – Aug/Sep 2020 (3-4 months)	\$9,000	<ul style="list-style-type: none"> <li>• Strong analytical mindset, and strong Excel skills ideal</li> <li>• Curiosity, high energy, proactive learner</li> <li>• Critical thinking ability - questions the current status when needed</li> <li>• Confidence and self-management to take a leading role in problem solving</li> <li>• Fluent in spoken and written English</li> <li>• Strong analytical mindset, preferably with solid experience in Microsoft Excel</li> <li>• High quality of work; able to deliver tasks with low error margin</li> <li>• Strong motivation to learn about procurement and the marine (vessel operation) industry</li> <li>• Critical thinking ability and confidence to question the current status when needed</li> <li>• Ability to independently search for answers to challenges and propose/design innovative and efficient solutions</li> <li>• Fluent English language ability</li> <li>• Highschool graduate</li> </ul>	30/05/2020	By email to <a href="mailto:hr@seaspanltd.ca">hr@seaspanltd.ca</a>

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Sinotrans (HK) Shipping Limited <a href="http://hk.sinotrans.com/">http://hk.sinotrans.com/</a>	2	<b>Shipping</b> <ul style="list-style-type: none"><li>• Handle Logistics/Shipping Documents &amp; related reports</li><li>• Act as a CS role to communicate with customers</li><li>• Involve in preparing quotations &amp; invoices</li><li>• Communicate with different parties, like ship owner, agents &amp; internal different levels</li><li>• Prepare ISO 9001 related documents</li><li>• Other ad-hoc duties assigned by superiors</li></ul>	Jun – Sep 2020 (Any three months)	\$8,000-\$9,000	<ul style="list-style-type: none"><li>• Good command of spoken and written English &amp; Chinese (including Mandarin)</li><li>• Proficient in MS applications (including Word, Excel, and Power Point)</li></ul>	31/07/2020	By email: <a href="mailto:Ida.tsang@sinotrans.com">Ida.tsang@sinotrans.com</a>
Sinotrans (HK) Shipping Limited <a href="http://hk.sinotrans.com/">http://hk.sinotrans.com/</a>	2	<b>Finance &amp; Accounting Department</b> <ul style="list-style-type: none"><li>• Responsible for day to day accounting functions including data entries, accounts receivable, accounts payable, receipt and payment arrangement and filling etc.</li><li>• Assist in other ad hoc projects as assigned</li></ul>	Jun – Sep 2020 (Any three months)	\$8,000-\$9,000	<ul style="list-style-type: none"><li>• Major in Account and Finance</li><li>• Proficient in MS Word, Excel, Chinese word-processing</li></ul>	31/07/2020	Application via Email: <a href="mailto:recruitment.hk@sinotrans.com">recruitment.hk@sinotrans.com</a>
Sinotrans (HK) Shipping Limited <a href="http://hk.sinotrans.com/">http://hk.sinotrans.com/</a>	1	<b>HR Department</b> <ul style="list-style-type: none"><li>• Maintain and update HR related documents</li><li>• Assist in interview arrangement</li><li>• Prepare training materials, training handouts and relevant reports as needed</li><li>• Draft letter and notice</li><li>• Assist in other ad hoc projects as assigned</li></ul>	Jun – Sep 2020 (Any three months)	\$8,000-\$9,000	<ul style="list-style-type: none"><li>• Major in Human Resources Management</li><li>• Good command of written and spoken Chinese and English</li><li>• Proficient in MS Word, Excel, Chinese word-processing</li></ul>	31/07/2020	Application via Email: <a href="mailto:recruitment.hk@sinotrans.com">recruitment.hk@sinotrans.com</a>

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Sinotrans (HK) Shipping Limited <a href="http://hk.sinotrans.com/">http://hk.sinotrans.com/</a>	1	<b>Administration Department</b> <ul style="list-style-type: none"><li>• Maintain and update Admin related documents</li><li>• Handle administrative tasks</li><li>• Translate and draft memo and notice</li><li>• Support the coordination of company events</li><li>• Assist in other ad hoc projects as assigned</li></ul>	Jun – Sep 2020 (Any three months)	\$8,000-\$9,000	<ul style="list-style-type: none"><li>• Good command of written and spoken Chinese and English</li><li>• Proficient in MS Word, Excel, Chinese word-processing</li></ul>	31/07/2020	Application via Email: <a href="mailto:recruitment.hk@sinotrans.com">recruitment.hk@sinotrans.com</a>
Swivel Software Limited <a href="http://www.swivelsoftware.com">www.swivelsoftware.com</a>	4	<ul style="list-style-type: none"><li>• Data analysis on global logistics process under eCommerce environment</li><li>• Assistance to formulate process reengineering process in logistics flow</li></ul>	01/06 – 30/09/2020	\$8,000	<ul style="list-style-type: none"><li>• Logistics student with Information Technology background</li><li>• Engineering background with interests in logistics IT development</li></ul>	30/06/2020	Please send resume to <a href="mailto:hr@swivelsoftware.com">hr@swivelsoftware.com</a>
Sygnus Marine (HK) Limited <a href="http://www.sygnusmarine.hk">www.sygnusmarine.hk</a>	1	<ul style="list-style-type: none"><li>• Research on Maritime database of HK based Shipowners &amp; Ship Managers;</li><li>• Followed by application of database for business development</li></ul>	01/06 – 31/07/2020 (6-8 weeks)	\$8,000	<ul style="list-style-type: none"><li>• Good English language skills (written and oral)</li><li>• Good computer skills.</li></ul>	25/05/2020	Email to <a href="mailto:Sharad.gupta@sygnusmarine.hk">Sharad.gupta@sygnusmarine.hk</a>
The Hong Kong Shipyard Limited <a href="http://www.hkf.com">http://www.hkf.com</a>	1	Shipbuilding & Ship Repair	Jun – Aug 2020	\$340/day	Mechanical / Marine Disciplines	25/05/2020	Please send resume by e-mail to <a href="mailto:mlw@hkf.com">mlw@hkf.com</a>
Tsuì & Co <a href="http://www.tsuico.net">www.tsuico.net</a>	2	Assist lawyers to perform Shipping related work	02/07 – 31/08/2020	\$7,000	<ul style="list-style-type: none"><li>• Excellent command of both written and spoken English and Chinese</li><li>• Good academic result</li></ul>	05/06/2020	By email to <a href="mailto:info@tsuico.com">info@tsuico.com</a>

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Wah Kwong Maritime Agency Company Limited  <a href="http://www.wahkwong.com.hk">www.wahkwong.com.hk</a>	4	<ul style="list-style-type: none"> <li>Attachment to department so as to familiarise with the business operations</li> <li>Participate in project-based assignment</li> </ul> <p><b><u>Legal Department</u></b></p> <ul style="list-style-type: none"> <li>Focus on project on reviewing &amp; translating legal document</li> </ul> <p><b><u>Operations &amp; Commercial Department</u></b></p> <ul style="list-style-type: none"> <li>Work on project about shipping analysis</li> </ul>	01/07 – 31/08/2020 (2 months)	\$9,500	<ul style="list-style-type: none"> <li>Preferable in Shipping or Law related major</li> <li>Have a good command of both written and spoken English &amp; Chinese including Cantonese</li> </ul>	05/06/2020	By email to <a href="mailto:hr@wahkwong.com.hk">hr@wahkwong.com.hk</a>