



**Maritime and Aviation Training Fund
Maritime and Aviation Internship Scheme (Aviation)
Aviation-related Internship Places (2020)**

*Updated as at
14 May 2020*

Company name and 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	How to apply (Use the MATF application form)
ABL Corporation Holdings Limited https://ablaviation.com/	2	<ul style="list-style-type: none"> • Introducing initiatives and processes that will ensure there is an embedding of a strong compliance culture within the company; and • Assisting with other compliance needs for our aircraft sale, lease and acquisition transactions. 	3 months	\$6,000 - \$8,000	<ul style="list-style-type: none"> • Ideally have a legal/finance background and strong interest in the industry; • Strong analytical mindset, and strong Excel skills ideal, Curiosity, high energy, pro-active learner; • Critical thinking ability - questions the current status when needed; • Confidence and self-management to take a leading role in problem solving; and • Fluent in spoken and written English 	20/05/2020	By email Olivia.S@ablaviation.com ; and Davan.B@ablaviation.com

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Airport Authority Hong Kong http://www.hongkongairport.com/	43	<ul style="list-style-type: none"> Assist in the daily operation of the airport 	06/07 – 21/08/2020	\$360 per working day	<ul style="list-style-type: none"> Diploma students at VTC 	31/05/2020	Application via VTC
Aviation Security Company Limited http://www.avseco.com.hk	10	Assist in divisional administrative & clerical work	13/07 – 31/08/2020	\$9,000	None	05/06/2020	Email resume to recruitgen@avseco.com.hk together with MATF application form
CN Logistics Limited www.cnlogistics.com.hk	5	<ul style="list-style-type: none"> To support routine duties in various departments; Other ad hoc / projects duties as assigned 	Jul 2020 to Jul 2021 (about 2 months)	\$8,000	<ul style="list-style-type: none"> Business Administration; Supply Chain Management / Shipping / Logistics; System Engineering / Industrial Engineering Proficient Microsoft offices skill, such as MS Word, Excel and Powerpoint 	30/6/2020 for summer interns 2020 30/4/2021 for interns of other period	For interested parties, please apply with a cover letter, detailed resume and the MATF application form to career@cnlogistics.com.hk
DHL Global Forwarding (HK) Limited www.dhl.com	10	<ul style="list-style-type: none"> Support daily operation including data input, data verification, documentation preparation Handle export & import freight shipment Support in team projects 	Jul – Aug 2020	\$7,000 – \$7,500	Major in logistics / supply chain management	12/06/2020	By email: dgf_recruit.hk@dhl.com

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Expeditors Hong Kong Limited www.expeditors.com	6	Air Division <ul style="list-style-type: none"> To handle document collection and distribution in accordance with our operations procedure and customers' requirement To be responsible for order taking and pick up arrangements To monitor the filing system and computerized database 	01/06 – 31/08/2020	\$57/hr (approx. \$8,500-\$10,000)	Applicant should <ol style="list-style-type: none"> Study in Higher Diploma/ Associate Degree / Degree programmes (non-final year students); Secondary Six School leavers will also be considered; Have good command of spoken and written English Working location at Chek Lap Kok Standard working hour: 9:00-18:00 (Mon to Fri) 	Mid Jun 2020	By email to hkgpersonnel@expeditors.com with MATF application form
Expeditors Hong Kong Limited www.expeditors.com	1	Distribution Services (Chek Lap Kok) <ul style="list-style-type: none"> To handle document collection and distribution in accordance with our operations procedure and customers' requirement To be responsible for order taking and pick up arrangements To monitor the filing system and computerized database 	01/06 – 31/08/2020	\$57/hr (approx. \$8,500-\$10,000)	Applicant should <ol style="list-style-type: none"> Study in Higher Diploma/ Associate Degree / Degree programmes (non-final year students); Secondary Six School leavers will also be considered; Have good command of spoken and written English Working location at Chek Lap Kok Working hour: 9:00-18:00 (Mon to Fri) 	Mid Jun 2020	By email to hkgpersonnel@expeditors.com with MATF application form

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Expeditors Hong Kong Limited www.expeditors.com	1	Distribution Services (Tuen Mun) <ul style="list-style-type: none"> • To handle document collection and distribution in accordance with our operations procedure and customers' requirement • To be responsible for order taking and pick up arrangements • To monitor the filing system and computerized database 	01/06 – 31/08/2020	\$52/hr (approx. \$8,000-\$9,000)	Applicant should <ol style="list-style-type: none"> 1. Study in Higher Diploma/ Associate Degree / Degree programmes (non-final year students); 2. Secondary Six School leavers will also be considered; 3. Have good command of spoken and written English 4. Working location at Tuen Mun 5. Standard working hour: 9:00-18:00 (Mon to Fri) 	Mid Jun 2020	By email to hkgpersonnel@expeditors.com with MATF application form
Expeditors Hong Kong Limited www.expeditors.com	4	Accounting / Administration Department <ul style="list-style-type: none"> • To prepare data input, validation and filing duties • To provide clerical support to the Department • To check billings from vendors 	01/06 – 31/08/2020	\$57/hr (approx. \$8,500-\$10,000)	Applicant should <ol style="list-style-type: none"> 1. Study in Higher Diploma/ Associate Degree / Degree programmes (non-final year students); 2. Secondary Six School leavers will also be considered; 3. Have good command of spoken and written English 4. Working location at Kowloon Bay 5. Standard working hour: 9:00-18:00 (Mon to Fri) 	Mid Jun 2020	By email to hkgpersonnel@expeditors.com with MATF application form

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Federal Express (Hong Kong) Limited https://www.fedex.com	1	<ul style="list-style-type: none"> Marketing Intern - Network Revenue Optimization Develop and support monthly allocation plan for FedEx flight network through this automation process 	15/06 – 13/08/2020	\$7,000	<ul style="list-style-type: none"> Strong problem solving, analytical, presentation & communications skills Experience in data analysis, able to manage huge dataset Proficient in SQL/VBA/SAS Statistics/Maths/Business related subjects 	14/06/2020	For interest parties, please apply with detailed resume and the MATF application form to HKGreruit@fedex.com
Federal Express (Hong Kong) Limited https://www.fedex.com	1	<ul style="list-style-type: none"> Marketing Intern - Forecasting team Support a new demand forecasting automation project that will make use of machine learning technique to forecast air express demand based on external factors and internal history Support a revenue dashboard project that will make use of visual analytics technique to review the air express volume performance 	15/06 – 13/08/2020	\$7,000	<ul style="list-style-type: none"> Good quantitative skills and Excel skills Economics, management science, finance, quantitative analysis, or related analytical fields 	14/06/2020	For interest parties, please apply with detailed resume and the MATF application form to HKGreruit@fedex.com
Forward Transportation Co Ltd www.ftc.com.hk	1	<p><u>Airport terminal clerk:</u></p> <ul style="list-style-type: none"> assist in coordination with customer, data entry, report compilation 	mid-Jun to end-Aug 2020	\$9,000	Diploma student of Supply Chain or Logistics Program	31/05/2020	By email: hrrcc@ftc.com.hk
Forward Transportation Co Ltd www.ftc.com.hk	1	<p><u>Cargo receiving at Tsing Yi warehouse:</u></p> <p>Assist in air cargo receiving process</p>	mid-Jun to end-Aug 2020	\$9,000	Diploma student of Supply Chain or Logistics Program	31/05/2020	By email: hrrcc@ftc.com.hk

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Forward Transportation Co Ltd www.ftc.com.hk	1	Registration clerk at Tsing Yi warehouse: Assist in collection of document and registration of cargo receiving	mid-Jun to end-Aug 2020	\$9,000	Diploma student of Supply Chain or Logistics Program	31/05/2020	By email: hrrcc@ftc.com.hk
Forward Transportation Co Ltd www.ftc.com.hk	1	Control assistant at Tsing Yi warehouse: Assist in truck fleet control	mid-Jun to end-Aug 2020	\$9,000	Diploma student of Supply Chain or Logistics Program	31/05/2020	By email: hrrcc@ftc.com.hk
Hong Kong Aviation Ground Services Limited http://www.hagsl.com/index.php/en/	40	Customer Services Officer (Providing passenger services at check-in counter, flight information desk, arrival / transit hall and boarding gate; understanding the needs of passengers, replying and solving passengers' enquiries, queue management, excess baggage collection and other services operations)	15/06 - 31/08/2020	\$8,000	<ul style="list-style-type: none"> • Higher Diploma level or above; • Interested in airport operations and customer service field; • Good command of spoken English, Cantonese and Mandarin 	06/07/2020	By completing the application form at https://secure.dc5.pageuppeople.com/apply/984/gateway/Default.aspx?c=apply&JobIDs=492299&SourceTypeID=796&Language=en
Hong Kong International Aviation Leasing Company Limited http://www.leasinghk.com/	1	Assist to Supervisors/Managers for administration work related to aircraft industry	01/06-30/09/2020	\$9,000	<ul style="list-style-type: none"> • Good computer skill – Typing, Word, Excel, PPT; • Fluent English, Putonghua & Cantonese 	31/07/2020	Use the MATF application form for submission to the job advertisement on Jobsdb or Universities' websites or email to hrrcc@leasinghk.com
Hong Kong International Aviation Leasing Company Limited http://www.leasinghk.com/	1	Assist to Supervisors/Managers in Finance Department for accounting and finance work related to aircraft industry	01/06-30/09/2020	\$9,000	<ul style="list-style-type: none"> • Knowledge in accounting and finance; • Good computer skill – Typing, Word, Excel, PPT; • Fluent English, Putonghua & Cantonese 	31/07/2020	Use the MATF application form for submission to the job advertisement on Jobsdb or Universities' websites or email to hrrcc@leasinghk.com

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Hong Kong International Aviation Leasing Company Limited http://www.leasinghk.com/	1	Assist to Supervisors/Managers in Business Department for business development work related to aircraft industry	01/06-30/09/2020	\$9,000	<ul style="list-style-type: none"> • Good computer skill – Typing, Word, Excel, PPT; • Fluent English, Putonghua & Cantonese 	31/07/2020	Use the MATF application form for submission to the job advertisement on Jobsdb or Universities' websites or email to hr-hkleasing@leasinghk.com
Hongkong Association of Freight Forwarding & Logistics Ltd. www.haffa.com.hk	1	Perform support and administrative functions to the Secretariat Office including but not limited to the Filing & Scanning, Annual Dinner preparation, Member Directory publication and Social Media	01/06 – 31/08/2020 (3 months)	\$8,500	<ul style="list-style-type: none"> • non-final year undergraduates preferably in Business Administration/ Logistics / Supply Chain Management /Aviation or related discipline • Good command of written and spoken English and Chinese • Knowledge in MS Office skills 	22/05/2020	By email to recruit@haffa.com.hk with resume
Kintetsu World Express (HK) Limited www.kwehkg.com.hk	2	<ul style="list-style-type: none"> • Assist in daily operations • Support administrative functions and maintain filing system • Perform other supportive ad hoc duties as assigned 	Jun – Aug 2020 (2 months)	\$8,000 - \$9,000	<ul style="list-style-type: none"> • Secondary six graduates or above, preferably non-final year undergraduates in Business Administration, Aviation, Logistics, Supply Chain Management or other related disciplines • Responsible and mature with good interpersonal and communication skills • Good command of English and Chinese in both written and spoken forms • Proficient in office applications 	15/07/2020	By email to kwehkg.recruit@kwe.com with a covering letter and resume

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Plus One Global Consulting Limited	2	<ul style="list-style-type: none"> • Assist the consulting team to promote Aviation Security and Safety regulations by organizing the marketing and PR activities to the industry. • Assist the research /consultancy projects related to International Aviation Security and Safety regulations • Preparation on presentation materials • Coordinating training administration 	01/06 – 29/07/2020	\$9,000	<ul style="list-style-type: none"> • Self-motivated • Year 1, Year 2, or Year 3 University Students • Study in Business Administration / Marketing or relevant discipline • Proactive, cheerful and Good inter-personal communication skills • Eager to learn, and meet professional in the industry • Be proficient in Microsoft Word, Excel, PowerPoint & Chinese Typing • Has strong IT knowledge will be an advantage 	30/05/2020	By email to hr@plus-one.com.hk

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Thai Kee Logistics Limited	1	<ul style="list-style-type: none"> • Handle of air waybill • Data entry of air cargo related documents • Provide assistance to the Account Clerk 	Jun – Aug 2020	\$10,000	Knowledge in MS Office skills	31/5/2020	By email to admin@tkl.com.hk