

Dear students

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

**(Reference Number: CSAD/2021/T-ITRN01)**

***Key responsibilities included:***

- Involve in various supplier management and sustainable procurement-related tasks
- Participate in different in-house system design, process automation, mobility enhancement and data analytics projects
- Provide ad-hoc supports

***Requirements:***

- Pursuing a Bachelor’s Degree in penultimate year of study
- Major in Logistics Management, Industrial Engineering, System Engineering or relevant discipline
- Experience in SQL, VBA, SAP and / or Database Design Tools in University projects
- Knowledge in Microsoft database-related applications, such as Access, SharePoint, PowerApps and PowerBI, 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 2021 to December 2021

**(Reference Number: CSAD/2021/T-ITRN02)**

***Key responsibilities included:***

- Assist in planning and implementation of new initiatives, such as facilities and system enhancement, process improvement, etc.
- Provide technical support to fleet management systems, and daily operation of vehicle maintenance workshops
- Provide ad-hoc supports

***Requirements:***

- Pursuing a Bachelor’s Degree in penultimate year of study
- Major in Mechanical 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 2021 to December 2021

For students who are interested, please submit your application with a detailed resume **quoting reference number via email** (Email Address: CSAD@towngas.com) by 19 March 2021 (Friday).

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

Thank you for your kind attention.

Regards

Department of Industrial and Systems Engineering