Internship Information

Company: The Dairy Farm Company Limited
Nature of Business: Retailing
Internship Period: From 1 June to 31 August 2015
Position: Summer Intern
Allowance: HK$5,500 (per month)
Working Hours: Office: 0900-1730 (Mon - Thu), 0900-1700 (Fri)
Store: 5-day work, may require to work on Sat or Sun
Working Location: Quarry Bay Office / Lai Chi Kok Office/
Stores in various locations
Enrolment Deadline: 18 May 2015 (Monday)

Description of Duties
Office:
- Assist the team in daily operation
- Perform administration work
- Support ad-hoc project tasks

Store:
- Assist daily store operation, e.g. cashiering, stock replenishment, ordering, documentation
- Store compliance checking

Job Requirements
- Good presentation and communication skills
- Good command of written and spoken Cantonese and English
- Proactive, with a strong sense of responsibility
- Diligent and customer oriented
- Proficient in MS Office (Word, Excel, PowerPoint)

Preferred Concentration Studies
All AD students are welcome

Interview Session
Date: 29 May 2015 (Friday)
Time and Venue: At SCE Tower, Kowloon Tong Campus
Selected applicants will be notified by email regarding details of interview, please check your email account regularly for updates

Enrolment: - For the details of the post or to download application form:
SDS website: http://www.cie.hkbu.edu.hk/sds/
(Activity Enrolment > Internship / Job Opportunities)
- Completed form with University transcripts and detailed CV should reach the Student Development Centre, 6/F Shek Mun Campus or the "College of International Education, Student Development Centre — Collection Box" at 8/F SCE Tower before 5:30pm, 18 May 2015 (Monday).
- Application with incomplete documents will not be entertained.
Enquiry: Ms. Yuen Chan (3411-3303 / yuenchan@hkbu.edu.hk)