Chup Shing Trading Co.Ltd.
Internship Opportunity

Get some unique experience for your university application
Stepping stone for your future career

Internship Information

- **Nature of Business:** Baby Furniture and Accessories
- **Internship Period:** From Mid July to End of August
- **Position:** Sales and Marketing Executive
- **Allowance:** HK$30 (per hour)
- **Working Hours:** 09:00 - 18:00 (Mon - Fri)
  
  09:00 - 13:00 (2 alternate Saturdays)
- **No. of Vacancy:** 1
- **Working Location:** Kwai Fong (or per supervisor's request)
- **Enrolment Deadline:** 15 May 2015 (Friday)

Description of Duties
Handling phone calls, handling customer services, data input, and assisting the preparation of Eugene Expo in August.

Job Requirements
- Strong communication, organization, presentation and interpersonal skills
- Detailed-minded with good multitasking skills;
- Creative, self-motivated, able to work under pressure;
- Good command in written and spoken English and Chinese
- Proficiency in MS Office and Chinese Word Processing

Preferred Concentration Studies
All AD students are welcome.
- Bachelor of Commerce (Hons) in Human Resources Management
- Bachelor of Commerce (Hons) in Marketing

Interview Session
- **Date:** 22 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: - Download application form:
  SDS website: http://www.cie.hkbu.edu.hk/sds/
  (Activity Enrollment > Internship / Job Opportunities)
- Completed form with detailed CV and University transcripts 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, 15 May 2015 (Friday).**
- **Application with incomplete documents will not be entertained.**

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