



Tricor Services Limited Internship Opportunity

Information

Nature of Business:	Business, Corporate and Investor Services
Position:	Intern
No. of Vacancy(ies):	8
Internship Period:	May 2019 to August 2019
Working Hours:	From 8:30am to 5:30pm
Allowance:	HK\$50 per hour
Working Location:	Hong Kong Island / Kowloon
Enrolment Deadline:	24 May 2019 (Friday)

Description of Duties

- To support and provide clerical support to one of the below teams:
(Business Services / Corporate Services / Investor Services / Other Functions i.e. HR)
- Assis in ad-hoc projects.

Job Requirements

- University student with major in any discipline.
- Good interpersonal and communication Skills.
- Proficiency in MS Office.
- Good command in written and spoken English and Chinese, Mandarin is preferable.

Interview Session

Date and Venue: Shek Mun Campus

Selected applicants will be notified by email regarding details of interview, please check your email account regularly for updates.

Enrolment: - Application form:

Sending request to ciesdc@hkbu.edu.hk

- **Completed form with detailed CV, University Transcripts** should reach the "Student Development Centre Collection Box" at 13/F, Shek Mun Campus or the "College of International Education, Student Development Centre — Collection Box" at 8/F, SCE Tower before **5:30pm, 24 May 2019 (Friday)**.
- Application with incomplete documents will not be entertained.

Enquiry: Ms. Yuen Chan (3411-3303 / ciesdc@hkbu.edu.hk)