## The Student Centre C1463

**2022 Summer Internship: Ravenscroft & Schmierer**

Ravenscroft & Schmierer is a full service law firm with strong focus on international clients. With a clear international focus, R&S lawyers originate from and are qualified in multi jurisdictions and welcome instructions from anywhere in the world. Their partners' decades of experience in advising local as well as international clients enables R&S to provide a problem-solving approach to their clients' activities in Hong Kong. R&S is now looking for high-calibre candidates to join their family.

**Before you apply**

You are required to read some of the articles and watch some of the videos from R&S past interns, as listed below, to get a better idea of what to expect. To confirm that you have done so, you should do the following before you apply for their internship:

* Follow R&S on LinkedIn;
* Like and/or comment on the articles of R&S’s previous interns you have read (at least two);
* Like the videos on R&S’s YouTube channel you watched (at least two);
* Subscribe to R&S’s YouTube channel.

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| Job position/Department: | **Summer Intern (Video Editing)** |
| Responsibilities: | * Develop and lead all video content, including script development, storyboarding, concept, editing, copywriting, etc.
* Develop and implement video content and campaign strategy to drive traffic, engagement, sales and increase brand awareness
* Ensure videos are well-edited, color/sound graded and produced according to brand guidelines
* Filming and editing of social media content
* Research and conceptualizing engaging ideas
* Assist in video pre-production: research and conceptualizing ideas
* Coordinate with internal and external parties to ensure smooth production operation
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| Requirements: | * Higher diploma or above in Multimedia, Visual Art, creative media or equivalent discipline
* Must have knowledge and experience with using creative software like Adobe Premiere Pro/ Photoshop/ Illustrator
* Must be Familiar with websites and social media platforms like Facebook, Instagram and YouTube
* Self-motivated, creative, able to work under pressure and meet tight schedule
* Can think of some Creative idea
* Able to work independently
* Good writing skills is preferred
* Portfolio is required
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| Internship Period: | July 2022 – August 2022 |
| Working Location: | 22/F, Bupa Centre, 141 Connaught Road West, Hong Kong |
| Working Hours: | Monday to Friday, 09:00AM to 06:30PM |
| Salary/Allowance: | Salary Negotiable |
| Deadline for Application: | 29 April 2022 |

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| Job position/Department: | **Summer Intern (People Operation)** |
| Responsibilities: | * Involve in R&S recruitment progress, e.g., handling job advertisement, screening applications, arranging interviews, and assisting group interviews etc.
* Assist employer branding activities such as but not limited to social media platform management, career fair, universities campus talk, etc.
* Generate and implement ideas for activities in law programme; i.e., legal talk, legal workshops, promotion, encourage participation
* Assist in planning and implementing projects, i.e., staff activities, new joiner experience enhancement, company website, etc.
* Prepare regular reporting, internal communications and promotional materials such as posters, leaflets and videos
* Assist with learning & development, e.g., arranging workshop logistics and updating attendance records
* Assist in implementing People Development projects and ad-hoc assignments as required
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| Requirements: | * Undergraduate students major in Management, Communication, Public Relations, Human Resource Management or other related discipline
* Self-motivated, well-organized, and attention to details
* Able to work independently with a strong sense of responsibility
* Good time management and communication skills
* Ability to handle multiple tasks at one time
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| Job position/Department: | **Summer Intern (Marketing)** |
| Responsibilities: | * Undertake research and provide business, industry, client and competitor intelligence and analysis on a regular basis
* Explore, research, and implement ways to increase employees’, clients’ and followers’ engagement on LinkedIn and other platforms
* Report to partners and team members on progress of relevant marketing initiatives
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| Requirements: | * Associate of Business Administration in Marketing
* Experience with video production and editing software, such as Adobe Premiere or similar, as well as hardware like cameras, lighting set up and sound equipment
* Experience in marketing within the professional services industry (ideally in the legal market) and working effectively in a consensus-based partnership structure and culture is preferred
* Excellent English drafting, writing, and editing skills - as near to journalistic standards as possible, with experience in drafting for a variety of channels including internal and social media
* Experience with YouTube, LinkedIn, and Twitter etc.
* Knowledge in graphic design and skills
* Legal marketing background is not necessarily required but candidates with some relevant experience with an international law firm or other professional services firms will have an advantage
* Excellent proficiency in spoken and written English
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| Job position/Department: | **Summer Intern (Accounting)** |
| Responsibilities: | * Assist in all aspects of finance and accounting operations including daily operations of bank mapping, month-end closing, invoice issuing, financial reporting, intercompany reconciliation, and fixed assets recording and reporting
* Handle daily operations of account payable and account receivables, including data processing and report generation
* Assist in preparation of audit documents to external auditors for year-end audit and other financial reporting compliance
* Provide financial analysis and recommendations to improve efficiency
* Assist in accounting system implementation, if necessary
* Prepare accounting schedules, reconciliation and follow up outstanding matters
* Prepare monthly provisions or accruals, including turnover rent
* Provide support for annual audit, tax computation and prepare reporting package for external auditors
* Provide secretarial and administrative supports to the department
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| Requirements: | * Associate/Bachelor Degree of Business Administration in Accountancy
* Graduate with non-Accounting degree but with accounting job experience
* Proficient in MS Office (Word, Excel, PowerPoint) and familiar with computerized accounting system
* Matured, well organized, able to meet tight deadline with high accuracy
* Sound business knowledge and analytical skills
* Self-motivated, independent and a good team player
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| Internship Period: | July 2022 – August 2022 |
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| Working Hours: | Monday to Friday, 09:30AM to 06:30PM |
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**How to apply:**

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| 1. | Complete and submit the [Personal Particulars Form](https://forms.gle/YdTyRt8fQvzHmGRGA)\*  |
| 2. | Email your **full CV\*** to uowchk-ss@uow.edu.au (Specify C1463 Summer Internship 2021-2022 – Ravenscroft & Schmierer in the email subject) |

Should you have any questions or would like to know more about the Summer Internship Programme, please contact The Student Centre.

*\*Personal data collected will be used for recruitment purpose only and all applications will be treated strictly confidential.*

The Student Centre

UOW College Hong Kong