

2023 Summer Internship: YMCA of Hong Kong

The YMCA of Hong Kong, with its long history and depth of experience in providing services that cater to the social, educational, physical and spiritual needs of the people in our community, looks to the future with confidence and commitment. It will faithfully endeavor to fulfil its mission as a Christian association dedicated to the furtherance of equality, justice and peace in our society through the provision of life enriching activities to all persons in our community who desire to participate. They are now looking for high-calibre candidates to join their company.

Job position/Department:	Trainee - Human Resource Assistant
Responsibilities:	<ul style="list-style-type: none"> • Provide administrative support of day-to-day HR operations, including recruitment logistics, medical and leave administration, etc.; • Timely update and maintain accurate records in HRIS; • Support Human Resources projects, such as recruitment day, staff events and activities; • Design poster and video making for staff activities and recruitment; • Assist in creating and managing social media posts.
Requirements:	<ul style="list-style-type: none"> • Undergraduate in Human Resources Management • Proficiency in MS applications and Video-Maker Tools • Good command of written & spoken English
Internship Period:	Mid-May to August 2023
Working Hour:	9:00-18:00 (9 hrs per day), Monday to Friday
Work Location:	Headquarters in Tsimshatsui
Dress Code:	Smart casual
Deadline for Application:	31 May 2023

Job position/Department:	Trainee - Guest Service Agent
Responsibilities:	<ul style="list-style-type: none"> • Handle check in and check out procedures; • Input data into the hotel reservation system; • Greet and welcome guests; and answer their enquiries in a professional manner at all time.
Requirements:	<ul style="list-style-type: none"> • Good command of written & spoken English, Chinese and Mandarin
Internship Period:	Mid-May to August 2023
Working Hour:	48 hours per week, every 2 weeks with 3 rest days
Work Location:	Headquarters in Tsimshatsui
Dress Code:	Uniform
Deadline for Application:	31 May 2023

Job position/Department:	Trainee - Member Service Assistant
Responsibilities:	<ul style="list-style-type: none"> • Perform a variety of counter and clerical tasks in Member Services Office; • Handle facility booking, programme enrollment, enquiries and data entry; • Perform regular checking for venues and ensure the cleanliness and good condition of facility.
Requirements:	<ul style="list-style-type: none"> • Good command of written & spoken English, Chinese and Mandarin
Internship Period:	Mid-May to August 2023
Working Hour:	48 hours per week, 1 rest day per week
Work Location:	Headquarters in Tsimshatsui
Deadline for Application:	31 May 2023

Job position/Department:	Trainee - Programme Assistant (Sports & Recreation)
Responsibilities:	<ul style="list-style-type: none"> • Conduct research, coaching training Duties, organizing Sports Functions, and new special events; • Assist in facilities management and administrative works; • Assist in course development.
Requirements:	<ul style="list-style-type: none"> • Undergraduate in any related discipline • Relevant certificate / professional qualification in sports will be an advantage • Good command of written & spoken English, Chinese and Mandarin
Internship Period:	Mid-May to August 2023
Working Hour:	44 hours per week, every 2 weeks with 3 rest days
Dress Code:	Smart casual
Deadline for Application:	31 May 2023

Job position/Department:	Trainee - Administrative Assistant (Accounting)
Responsibilities:	<ul style="list-style-type: none"> • Prepare journals, voucher input and data entry • Support month end closing and account reconciliation • Handle billings and receipts • Program audit preparation • Handle data entry, administration, and clerical duties
Requirements:	<ul style="list-style-type: none"> • Undergraduate in Accountancy/ Finance/ Business Administration
Internship Period:	Mid-May to August 2023
Working Hour:	9:00-18:00 (9 hrs per day), Monday to Friday
Work Location:	Headquarters in Tsimshatsui
Dress Code:	Smart casual
Deadline for Application:	31 May 2023

Job position/Department:	Trainee - Administrative Assistant (Procurement)
Responsibilities:	<ul style="list-style-type: none"> • Prepare journals, voucher input and data entry • Support month end closing and account reconciliation • Handle billings and receipts • Program audit preparation • Handle data entry, administration, and clerical duties
Requirements:	<ul style="list-style-type: none"> • Undergraduate in Accountancy/ Finance/ Business Administration
Internship Period:	Mid-May to August 2023
Working Hour:	9:00-18:00 (9 hrs per day), Monday to Friday
Work Location:	Headquarters in Tsimshatsui
Dress Code:	Smart casual
Deadline for Application:	31 May 2023

How to apply:

1. Complete and submit the [Personal Particulars Form](#)*
2. Email your **full CV*** to uowchk-ss@uow.edu.au (Specify C1538 Summer Internship 2022-2023 –YMCA of Hong Kong 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