

2023 Summer Internship: Tai Hing Worldwide Development Limited

Tai Hing was founded in 1989 and it is committed to serving customers with the best quality products, services and making positive contributions to the community from time to time. Through years of hard work, Tai Hing Group has expanded from one standalone restaurant to a chain of over 200 restaurants under multiple brands, serving a variety of cuisines in Hong Kong, Mainland China, Macau and Taiwan, and at the same time adhering to the core value of delivering quality, authentic and great tasting food. The group is now looking for high-calibre candidates to join their family.

Job position/Department:	Summer Internship - Branding Department
Responsibilities:	<ul style="list-style-type: none"> • Assist in O2O business (Online <-> Offline selling); • Support application development & delivery platform analysis; • Conduct market research about market trends
Requirements:	<ul style="list-style-type: none"> • Knowledge of digital marketing & E-commerce • Well organized and good time management; • MS Office application (Excel, Word, Powerpoint);
Internship Period:	From June to September 2023 (59 days)
Number of Working Days Per Week:	5 days
Work Location:	Fotan
Monthly Salary:	\$3,000 for the whole internship (under "Work Experience Students" Scheme)
Deadline for Application:	15 May 2023

Job position/Department:	Summer Internship - Marketing Department
Responsibilities:	<ul style="list-style-type: none"> • Provide marketing support and admin work; • Conduct market research about market trends; • Assist in market data collection and compilation; • Assist in ad hoc tasks or projects as assigned"
Requirements:	<ul style="list-style-type: none"> • Passion in Marketing; • Good communication skills; • Well organized and good time management; • MS Office application (Excel, Word, Powerpoint); • Chinese word processing; • Good in English & Chinese writing"
Internship Period:	From June to September 2023 (59 days)
Number of Working Days Per Week:	5 days
Work Location:	Quarry Bay / Fotan
Monthly Salary:	\$3,000 for the whole internship (under "Work Experience Students" Scheme)
Deadline for Application:	15 May 2023

Job position/Department:	Summer Internship - HR Department
Responsibilities:	<ul style="list-style-type: none"> • Provide a wide range of clerical support to daily HR routines, including but not limited to recruitment, C&B, staff engagement and training.
Requirements:	<ul style="list-style-type: none"> • Good interpersonal & communication skills; • Willing to learn & eager to develop in HR field; • MS Office application (Excel, Word, Powerpoint); • Good command in Chinese and English"
Internship Period:	From June to September 2023 (59 days)
Number of Working Days Per Week:	5 days
Work Location:	Quarry Bay
Monthly Salary:	\$3,000 for the whole internship (under "Work Experience Students" Scheme)
Deadline for Application:	15 May 2023

Job position/Department:	Summer Internship - Finance Department (Accounting Team)
Responsibilities:	<ul style="list-style-type: none"> • Assist in asset count results checking with the accounting records • Assist in checking G/L, AP & AR transactions • Documents filing and other administrative works
Requirements:	<ul style="list-style-type: none"> • Microsoft Office suite (Excel, Word and PowerPoint) • Chinese Word processing • Good communication and interpersonal skills
Internship Period:	From June to September 2023 (59 days)
Number of Working Days Per Week:	5 days
Work Location:	Quarry Bay
Monthly Salary:	\$3,000 for the whole internship (under "Work Experience Students" Scheme)
Deadline for Application:	15 May 2023

Job position/Department:	Summer Internship - Finance Department (Financial Analysis)
Responsibilities:	<ul style="list-style-type: none"> • Data compilation to facilitate financial analysis / business analysis model set up • Assist to draft standard operating procedure or policy • Assist to prepare power point for management presentation • Ad hoc duties
Requirements:	<ul style="list-style-type: none"> • Microsoft Office suite (Excel, Word and PowerPoint) • Basic accounting concept is preferred • Good communication and interpersonal skills
Internship Period:	From June to September 2023 (59 days)
Number of Working Days Per Week:	5 days
Work Location:	Quarry Bay
Monthly Salary:	\$3,000 for the whole internship (under "Work Experience Students" Scheme)
Deadline for Application:	15 May 2023

Job position/Department:	Summer Internship - Finance Department (Financial Analysis)
Responsibilities:	<ul style="list-style-type: none"> • Assist in audited financial statements review and tax filing • Documents filing and other administrative works
Requirements:	<ul style="list-style-type: none"> • Microsoft Office suite (Excel, Word and PowerPoint) • Chinese Word processing • Good communication and interpersonal skills
Internship Period:	From June to September 2023 (59 days)
Number of Working Days Per Week:	5 days
Work Location:	Quarry Bay
Monthly Salary:	\$3,000 for the whole internship (under "Work Experience Students" Scheme)
Deadline for Application:	15 May 2023

Job position/Department:	Summer Internship - Customer Services & Administration Department
Responsibilities:	<ul style="list-style-type: none"> • Provide a wide range of clerical support to Customer Services & Administration Department, including but not limited to market research, customer satisfaction survey, business insurance & license handling and so on
Requirements:	<ul style="list-style-type: none"> • Good interpersonal & communication skills; • Well organized and good time management • MS Office application (Excel, Word, Powerpoint)
Internship Period:	From June to September 2023 (59 days)
Number of Working Days Per Week:	5 days
Work Location:	Quarry Bay
Monthly Salary:	\$3,000 for the whole internship (under "Work Experience Students" Scheme)
Deadline for Application:	15 May 2023

Job position/Department:	Summer Internship - Logistics Department
Responsibilities:	<ul style="list-style-type: none"> • Assist in Warehouse automation project; • Documents filing and other administrative works
Requirements:	<ul style="list-style-type: none"> • Knowledge in ERP is preferred • Good interpersonal & communication skills; • Well organized and good time management • MS Office application (Excel, Word, Powerpoint)
Internship Period:	From June to September 2023 (59 days)
Number of Working Days Per Week:	5 days
Work Location:	Fotan
Monthly Salary:	\$3,000 for the whole internship (under "Work Experience Students" Scheme)
Deadline for Application:	15 May 2023

Job position/Department:	Summer Internship - Central Production Department
Responsibilities:	<ul style="list-style-type: none"> • Assist in enhancement project - New Packing Machine; • Documents filing and other administrative works
Requirements:	<ul style="list-style-type: none"> • Strong in data analysis • MS Office application (Excel, Word, Powerpoint)
Internship Period:	From June to September 2023 (59 days)
Number of Working Days Per Week:	5 days
Work Location:	Fotan
Monthly Salary:	\$3,000 for the whole internship (under "Work Experience Students" Scheme)
Deadline for Application:	15 May 2023

Job position/Department:	Summer Internship - Project & Maintenance Department
Responsibilities:	<ul style="list-style-type: none"> • Assist in M&E design and documentation for move in & renovation projects (restaurants) • Documents filing and other administrative works
Requirements:	<ul style="list-style-type: none"> • Knowledge in using AutoCAD • MS Office application (Excel, Word, Powerpoint)
Internship Period:	From June to September 2023 (59 days)
Number of Working Days Per Week:	5 days
Work Location:	Fotan
Monthly Salary:	\$3,000 for the whole internship (under "Work Experience Students" Scheme)
Deadline for Application:	15 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 C1542 Summer Internship 2022-2023 –Tai Hing Worldwide Development Limited 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