## The Student Centre C1638

**2024 Summer Internship: Asia Airfreight Terminal**

**Asia Airfreight Terminal (AAT)** is an air cargo terminal based at Hong Kong International Airport, Asia's premier passenger and cargo hub. Operating on a franchise awarded by the Airport Authority Hong Kong since 1998, AAT serves the world's leading airlines, offering a comprehensive range of quality services, from physical cargo handling to documentation processing.

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| Job position/Department: | **Summer Intern (Purchasing & Administration Department)** |
| Responsibilities: | * To provide the administrative support for the intra-departments.
* To assist in sourcing the vendors, request for quotations and handle the process of issuing Purchase Orders.
* To assist in the preparation of the cost evaluation reports for recurrent and operations consumable items.
* To centralize and file of the PO Records.
* To follow up the goods / materials or services delivery to users department.
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| Requirements: | * Students studying tertiary education in any disciplines
* Proficient in MS Office
* Good command of written and spoken English and Chinese
* Initiative and hard-working
* A good team player, good communication skills and interpersonal skills
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| Internship Period: | Mid-May to August 2024 |
| Deadline for Application: | 3 April 2024 |

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| Job position/Department: | **Summer Intern (Finance Department)** |
| Responsibilities: | * To perform data input for A/R into the accounting system, including invoices, credit memos, receipts and journals for Accountant’s review
* To perform data input for A/P and fixed assets into the accounting system, including invoices, debt memos, settlement and journals for Accountant’s review
* To communicate with relevant departments for invoices supporting and checking
* To ensure all documentations are stocked and/or filled properly and systematically
* To liaise with customers for outstanding amounts
* To handle enquires of airlines or agents customers
* To perform ad-hoc projects when assigned
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| Requirements: | * Students studying Higher Diploma in Accountancy, Finance, Computing and other related disciplines or higher
* Solid PC knowledge, especially in MS Excel
* Energetic and Detail-minded
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| Internship Period: | Mid-May to August 2024 |
| Deadline for Application: | 3 April 2024 |

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| Job position/Department: | **Summer Intern (Marketing Department)** |
| Responsibilities: | * Assist marketing material preparation
* Conduct market research for assigned projects
* Facilitate marketing activities
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| Requirements: | * Students studying **Degree** in any disciplines
* Experience in marketing, aviation or logistics will be a definite advantage
* Proficiency in MS applications
* Proficiency in Photoshop, video making, adobe
* Proficiency in Canva
* Outgoing, helpful, courteous, creative, with team-spirit
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| Internship Period: | Mid-May to August 2024 |
| Deadline for Application: | 3 April 2024 |

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| Job position/Department: | **Summer Intern (Operational Excellence Department)** |
| Responsibilities: | * Provide administrative support for the department’s daily job tasks
* Assist in preparation and co-ordination works for various projects
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| Requirements: | * Students studying tertiary education in Business Administration, Logistics Management, Industrial Engineering or related disciplines
* Proficiency in MS Office
* Good command of written and spoken English & Chinese
* Independent, responsive and willing to learn
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| Internship Period: | Mid-May to August 2024 |
| Deadline for Application: | 3 April 2024 |

**How to apply:**

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| 1. | Complete and submit the [Personal Particulars Form](https://forms.gle/xkoHfPYtQ8caDY4x8)\*  |
| 2. | Email your **full CV\*** to uowchk-ss@uow.edu.au (Specify C1638 Summer Internship 2023-2024 –Asia Airfreight Terminal (AAT) 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