



香港資優教育學苑 The Hong Kong Academy for Gifted Education

Information Sheet for Intern Services Required

Service Period	From Sep 2022 to Aug 2023 (exact working hours to be discussed), contract renewal will be offered subject to good performance
Work Location	The Hong Kong Academy for Gifted Education, Sha Kok Estate, Shatin, N.T.
Nature of Internship	To provide interns with practical office working experience and learning opportunities relevant to gifted education
Mode of Appointment	Part-time (not exceeding 18 hours per week)
Hourly Rate	\$55 (Undergraduate)

Administration Branch

Responsibility

• Corporate Services Division (HR & Finance Team)

1. Support the HR Team with all tasks, such as recruitment procedures, filing document;
2. Check timesheet of employees, leaves, updating systems, etc;
3. Prepare Word, Excel and PowerPoint documents;
4. Support Finance team to carry out daily operations and administrative support;
5. Documents filing.

Major Subjects and Strength Required

• Corporate Services Division (HR & Finance Team)

- Undergraduate students in disciplines relating to Human Resources Management, Finance or related subject;
- Subject knowledge in HR;
- Good team-player, detail-minded, good communication and interpersonal skills;
- Proficiency in English and Cantonese.

For further details or application, please contact Ms Siu at 3940 0122 or send your CV via email general@hkage.org.hk. on/before Thursday 6 October 2022.