



Summer Internship Programme 2017 – Asset and Wealth Management Sector

Internship Position number : **1726AB02**

Company Name :	Value Partners Limited					
Website Address :	www.valuepartners-group.com					
Position Title :	Intern – Human Resources				Job Cat :	AB
Number of Positions :	1		Internship Duration :	4 Weeks		
Main Duties :						
<ol style="list-style-type: none">1. Assist in HR system set up and maintain HR database2. Support on the end-to-end recruitment processes including posting job ad, arranging job interviews, preparing employment contracts3. Prepare staff onboarding documents and arrange new staff related logistics such as orientation, background check, visa application etc.4. Assist in organizing staff activities including sourcing, budgeting and execution5. Assist in organizing training events and provide support including sourcing vendors, preparation of training materials, enrolment etc6. Maintain filing system, process invoices and record keeping						
Requirements:						
<ol style="list-style-type: none">1. Preferably undergraduate students of Business Administration, Human Resources or related disciplines2. Some knowledge in employment ordinance, tax regulations, MPF and other related ordinances in Hong Kong3. Meticulous, mature, well organized, strong analytical and communication skills4. Proficient in MS word, Powerpoint and Chinese Word Processing						
Working Location :	Central, Hong Kong					
Working Hours :	Mon to Fri	0900	to	1800	Meal Break	12:15 - 1330
	Sat		to		Meal Break	
Other Supplementary Information :						