



## Summer Internship Programme 2019 – Asset and Wealth Management Sector

Internship Position number : **1926AB02**

Company Name :	Value Partners Limited					
Website Address :	<a href="https://www.valuepartners-group.com/en/">https://www.valuepartners-group.com/en/</a>					
Position Title :	Intern - Human Resources			Job Cat	AB	
Number of Positions :	1		Internship Duration:	4 Weeks		
<p><b>Main Duties :</b></p> <ol style="list-style-type: none"> <li>1. Assist in HR system set up and maintain HR database</li> <li>2. Support on the end-to-end recruitment processes including posting job ad, arranging job interviews, preparing employment contracts</li> <li>3. Prepare staff onboarding documents and arrange new staff related logistics such as orientation, background check, visa application etc.</li> <li>4. Assist in organizing staff activities including sourcing, budgeting and execution</li> <li>5. Assist in organizing training events and provide support including sourcing vendors, preparation of training materials, enrolment etc.</li> <li>6. Maintain filing system, process invoices and record keeping.</li> </ol>						
<p><b>Requirements:</b> <i>(Academic qualifications and/or other skills set)</i> <i>(If there are specific academic attainment requirements such as GPA, please specify.)</i></p> <ol style="list-style-type: none"> <li>1. Undergraduate of Business Administration, Human Resources or related disciplines</li> <li>2. Good knowledge in employment ordinance, tax regulations, MPF and other related ordinances in Hong Kong</li> <li>3. Meticulous, mature, well organized, strong analytical and communication</li> <li>4. Proficient in MS Words, PowerPoint and Chinese Word Processing</li> </ol>						
Working Location :	Central					
Working Hours :	Mon to Fri	0900	to	1800	Meal Break	12:15 – 13:30
	Sat		to		Meal Break	
<p><b>Other Supplementary Information</b> <i>(eg. Any need for student applicants to directly access the employer's recruitment portal, reporting hierarchy, career prospects etc.)</i></p>						