



Internship

Responsibilities:

- Clerical support i.e. data input, data checking, letter preparing;
- Any ad hoc duties as required.

Requirements:

- Diploma or Higher Diploma or Degree students in Year 2 or Year 3 in any discipline;
- Proficiency in MS Word, Excel, PowerPoint;
- Outgoing, self-motivated, and a good team player;
- Good command of oral and written in English, Chinese and Mandarin.

We offer good career prospects and competitive remuneration packages to the right candidate. Interested parties please send your full resume with expected salary, date of availability and quote the position and reference number to hr_recruitment@wanchung.com or Human Resources Department - Unit No. 1-2, 7/F, Lai Cheong Factory Building, 479-479A Castle Peak Road, Kowloon.

All personal data provided by applicants will be treated in strict confidence and used for employment-related purpose only.