Kayak Asia Pacific Limited
Administrative Intern, APAC
Part-Time Paid Internship (2-3 days / week)

Job Description

The Position

We are looking for a team-player to help manage the Hong Kong office’s daily operations and assist various types of administrative tasks. The Administrative Intern will play an integral part in ensuring efficient day to day operations of our office, including provision of administrative, marketing, finance and HR support. The ideal candidate possesses strong interpersonal skills, is highly organized and reliable, must be able to handle confidential information with discretion, and will contribute to the positive, fast-paced, working culture at KAYAK.

This position reports directly to the Hong Kong Country Manager and will be employed under a part-time contract. This is an ideal position for a student or fresh graduate who wants to take ownership in managing administrative duties for a small regional office while being exposed to other important business functions.

Responsibilities

- Manage office supplies and budgets
- Welcome guests to the office
- Act as a key point of contact for local vendors and suppliers
- Assists with planning company events
- Code, review and approve vendor office bills in AP system
- Review time and expense reports, ensuring timely payment
- Provision of HR admin support, including on-boarding and off-boarding activities
- Provision of IT admin support, including coordination with central IT department
- Provision of ad-hoc support to the team

Skills

- BS / BA degree
- 0 to 2 years working experience (fresh grads are welcome)
- Fluent in Cantonese and English
- IT literate, with good working knowledge of Microsoft Office
- Works well under tight deadlines
- Strong sense of ownership
- Professional telephone manner
- Excellent organizational skills and follow through
- Attention to detail
- Ability to juggle several unique tasks at once
- Friendly, team-oriented with a good sense of humor, and enjoys working in an unstructured, fast-paced environment
Company Description

KAYAK is the world’s leading travel search engine. KAYAK searches other travel sites and shows travelers the information they need to find the right flights, hotels, rental cars and vacation packages. The company’s website and apps also offer tools to help travelers plan and manage their trip, including price alerts, price forecasts and free itinerary management. Each year, KAYAK processes more than 1.5 billion searches for travel information and has more than 40 international sites and 20 languages. KAYAK is an independently managed subsidiary of The Priceline Group.

To apply, please send your application to mwong@kayak.com as soon as possible.