

INTERN – OFFICE ADMINISTRATOR

Your new role

Following the exceptional performance, ongoing growth and market dominance of Hays, we are looking for a talented and driven university student to partake in our established Internship Programme. Throughout your internship at Hays you will be providing full support to our consultants, your responsibilities include but not limited to:

- Coding and updating the internal database system
- Formatting candidate resumes and preparing documentations for client presentation
- Assisting in office administrative operations
- other ad hoc projects as assigned by line manager

What you'll need to succeed

To be a successful candidate, you will need to possess the following skills:

- Professional communication skills in English, Mandarin, and Cantonese
- Intermediate to advanced word-processing skills
- Excellent customer service attitude
- Pro-active and “can-do” attitude,
- Great organisational and time management skills

We are interested in fresh graduates or students in their final year of studies. Permanent opportunity will be available upon excellence performance.

What you'll get in return

The internship will provide you with an in-depth understanding of the operation within world's leading recruitment firm. You will learn and adapt yourself into corporate environment; integrate into the great Hays culture, as well as partake in informal and formal intern training.

What you need to do now

If you're interested in this role, please send your CV to Katie.Gan@hays.com.hk

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MARKETING INTERN

At Hays, we are the world's leading recruiting experts in qualified, professional and skilled people. We are seeking a Marketing Intern for a 3 - 6 months internship to support our marketing team.

Your new company

At Hays, we believe the right job can transform a person's life, and the right person can transform a business. Our deep expertise across a wide spectrum of specialised industries and professions makes us unparalleled recruiters in the world of work. Due to ongoing growth in our offices including Hong Kong, Shenzhen and Guangzhou, we are seeking an intern to support our marketing initiatives in the region.

Your new role

You will be supporting the marketing team in content writing, social media engagement, video production and editing, events, and other ad-hoc marketing projects. This is a role where you will add real business value during your stint.

What you'll need to succeed

We are looking for a meticulous team-player with strong communication skills, ideally with relevant previous internship experience or a marketing background. You will have a strong command of English and Mandarin, and be confident in writing. Proficiency in Microsoft office is mandatory; basic knowledge of Adobe Creative Suite (Indesign, Photoshop) would be preferred.

Fresh graduates are welcomed.

What you'll get in return

This is an excellent opportunity to gain first-hand marketing experience in a global corporate, with the possibility of joining the team upon graduation. You'll receive training and support, and work with ambitious and like-minded individuals across the region.

What you need to do now

To apply to this opportunity, please submit your resume to Katie.Gan@hays.com.hk with your earliest date of availability.

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