

YMCA OF HONG KONG

Summer Internship Programme

(June to August 2023)

1) Accounting Department

Job Duties:

- Assist in daily accounting duties;
- Handle data entry;
- Provide administration and clerical support

Work Hours/ Location:

- 0900 – 1800 (Monday-Friday)
- YMCA of Hong Kong Headquarters, 41 Salisbury Road, Tsimshatsui, Kowloon

Requirements:

- Studying full-time Degree or Higher Diploma programme in Accountancy, Finance or Business Administration preferred;
- Good command of written & spoken English and Chinese

2) Procurement Department

Job Duties:

- Handle data entry, administration, and clerical duties;
- Assist in receiving and checking the goods

Work Hours/ Location:

- 0900 – 1800 (Monday-Friday)
- YMCA of Hong Kong Headquarters, 41 Salisbury Road, Tsimshatsui, Kowloon

Requirements:

- Studying full-time Degree or Higher Diploma programme in Business Administration, Accountancy or Finance preferred;
- Good command of written & spoken English and Chinese

Please visit our website: <http://www.ymcahk.org.hk/>

Remarks: Period of Internship (tentative): mid-June to end August, depends on students' availability

*Interested students please send your CV to Mr. Ian LO at ian.lo@cityu.edu.hk on or before **31 MAY 2023**