

Summer Internship Programme **(Zhuhai / Guangzhou)**

Our internship program will help you develop your business knowledge and gain valuable experience and exposure in aviation operation in Mainland China.

The selected interns will be seconded to the Authority's offices in Mainland China (Zhuhai / Guangzhou) for a period of 8 weeks with the following job exposure and development opportunities:

The Job @ Zhuhai

The interns will be participating in either one of the projects with details listed below:

T2 Operation Readiness Coordination

- Monitor and track key milestones outlined in the process chart for T2 operation readiness, ensuring timely progress and reporting any deviations.
- Assist in developing financial estimates for T2 operation readiness, contributing to the formulation of a well-informed financial plan.
- Provide support in addressing electronic and construction-related complexities associated with T2.
- Follow up on the revision and signing of supplementary agreements, ensuring necessary documents are reviewed, updated, and finalized promptly.
- Collaborate in organizing regular internal communication meetings involving multiple departments, gathering agenda topics, and the preparation of meeting minutes.

GBA Youth Aviation Internship

- Assist in the employment arrangements for GBA Youth Aviation Internship Programme, and follow up on the overall employment situation.
- Provide support in the signing of agreements with multiple new colleges including colleges in Qingyuan, Guangzhou, Huizhou, and handle the collection and inspection of visa application documents.
- Assist in the programme logistics, including facilitating dormitories and travel arrangements to Hong Kong.
- Engage in communication with colleges participating in the internship program in the GBA, participate in activities and networking events with students, and experience sharing of living and working in Hong Kong.

The Job @ Guangzhou

- Provide support in planning and organizing various marketing/ communication initiatives
- Conduct market research and collect market intelligence through different channels, including preparation of survey and compile analytics for different projects
- Assist in the preparation of business presentations and reports
- Participate in the projects coordination, collaborate with different stakeholders
- Perform other duties and provide administrative support as assigned by the supervisors

The Person

- Undergraduate in any discipline.
- A profound passion for HKIA and an enthusiastic interest in GBA.
- A willingness to tackle challenges and experiment with innovative solutions.
- Self-motivated, proactive, good team player with strong problem solving and interpersonal skills
- Proficient in MS Office (i.e. Word, Excel and PowerPoint)
- Good command of spoken and written English and Chinese, including Putonghua

Benefits of the programme

- Attending training and workshops to enrich business knowledge
- Opportunity to collaborate with other interns to work on team projects
- Guidance by experienced supervisors for directions and advice

Application

The Scheme on Corporate Summer Internship on the Mainland and Overseas 2024 is a joint initiative between the HKSAR Government, Airport Authority Hong Kong and other major companies in Hong Kong. Applicants who are interested in applying for internship placement offered by the Authority under the Scheme should submit the application through the Government's central online application system (www.ydc.gov.hk/scsi/) by 23:59 on 11 March 2024 HKT. Airport Authority Hong Kong will not accept direct applications at this stage.

For the internship details, you may refer to
<https://www.hongkongairport.com/en/careers/programmes/internship.page>.