


**Global Asia Internship Program**

<b>Job Title</b>	Program Assistant
<b>Duration</b>	4 days/week, work over weekends occasionally
<b>Office location</b>	Central, Hong Kong
<b>Job Description</b>	<ul style="list-style-type: none"> <li>• Support the Program team</li> <li>• Other ad-hoc tasks assigned by the company which includes supporting the Placement and Marketing teams</li> </ul> <p><b>About the Program team:</b></p> <ul style="list-style-type: none"> <li>• Support in program components – Housing orientation, city orientation, program orientation, creating necessary documents and kits for our interns</li> <li>• Handle each case assigned by the team from the pre-arrival stage until the client leaves</li> <li>• Research for potential housing, travel agencies, trip and tour routes</li> <li>• Provide support in organizing events and attending these events</li> <li>• Research for visa information for applicants and step in supporting the visa process as necessary</li> <li>• Research for potential suppliers (mandarin schools, logistics companies, welcome kit suppliers, etc.)</li> <li>• Update alumni document</li> </ul>

<b>Job Requirement</b>	<b>Skills and specification</b> <ul style="list-style-type: none"><li>· Fluency in Cantonese, Mandarin Chinese and English</li><li>· Good Team player with experience working/being in a team environment</li><li>· Desire to learn professional skills</li><li>· Interested in career education</li><li>· Good time management and communication skill</li><li>· Outgoing personality and good interpersonal skills</li><li>· Candidates familiar with Hong Kong preferred</li></ul>
<b>Remuneration</b>	HKD\$ 200/day
<b>Deadline of Application</b>	20 <sup>th</sup> May, 2014 23:59

**About Next Step Connections:**

Next Step Connections aims at bridging the education gap between the student and the professional world, by equipping students with the relevant skills, knowledge and experience. As an organization focusing on providing meaningful new life experiences to its participants, its programs are quite unique in the way they have been conceived and run throughout the years.