

**Intern – Human Resources (Campus Recruitment) – ICS (HK)  
(6 months contract)**

We are now seeking a high caliber candidate to fill up the position of Intern in the Human Resources Department. The candidate will be a member of our Campus Recruitment Team to support the following areas:-

- Career Forums
- Graduate Assessment Centre
- On-Boarding and Orientation
- University Liaison
- Other Ad Hoc Projects

Job Description

- Assist in co-ordinating various talent attraction programmes at the universities and ensure they are delivered and executed on a timely basis and up to the quality standard
- Assist in executing various recruitment marketing and social media initiatives to enhance our employer brand at the talent market
- Implement effective channels to collect and capture feedback and market intelligence from targeted university students
- Update and maintain candidate records onto our HRIS database
- Support ad hoc HR administrative duties

Requirements

- Non-final year (Year 1 or 2 or 3) university student in any discipline. Human Resources Management, Communications, Psychology or Social Science preferred but not a must.
- Cumulative GPA at 3.0 or above.
- Good experience in organizing large-scale events and functions preferred.
- Independent and able to work under pressure and meet tight timeline.
- Mature character with strong interpersonal and presentation skills.
- Detail-oriented, self-motivated, responsible and hardworking.
- Good command of both English and Cantonese. Proficiency in Putonghua is a definite advantage.
- Proficient in MS office application.

Period & Duration

- From January 2016 to June 2016 (FULL time)

Work Location

- 6/F, Cityplaza 4, 12 Taikoo Wan Road, Taikoo Shing, Hong Kong