

SITA Waste Services – HR Summer Intern

Duration	Early June to End of August 2016
Description	SITA Waste Services Limited (www.sita.hk), a wholly owned subsidiary of SUEZ Environment – a global leader in environmental protection projects, is looking for high calibre professionals.
Responsibilities	<ul style="list-style-type: none">• Assist in drafting HR policies and procedures• Assist in HRIS data checking and input• Perform any ad hoc task as assigned
Requirements	<ul style="list-style-type: none">• Undergraduate majoring in Human Resources Management or related disciplines• Fluent in written & spoken English and Chinese• Fast English and Chinese Word Processing Input skill would be an advantage• Working period from early June to End of August 2016 (Priority will be given for applicant who can work for the complete said period.)
Deadline of Application	25th May, 2016 (Wednesday)

For application and more information, please visit our website at:

https://www.hkfb.org.hk/functions/s4-2016/activities/summer_internship_series