

## Asia Airfreight Terminal Co Ltd – Summer Internship 2025

	Position	Details
1	<p><b>Summer Intern</b> <b>(Building &amp; Technical Services Department - Technical Services)</b></p>	<p><b>Job Description</b></p> <ul style="list-style-type: none"> <li>- Assist in coordination and implementation of MHS related projects</li> <li>- Assist in TSD daily operation tasks and reporting</li> <li>- Assist in the preparation of TSD related audit supporting documents</li> </ul> <p><b>Skills &amp; Requirements</b></p> <ul style="list-style-type: none"> <li>- Students studying Tertiary Education in Engineering or a related discipline (Mechanical or Electrical preferred)</li> <li>- Experience in PLC programming is an advantage</li> <li>- Knowledge of equipment or car maintenance is an advantage</li> <li>- Proficiency in Microsoft Office applications</li> <li>- Good team player with a willingness to learn</li> <li>- Able to work independently</li> </ul>
2	<p><b>Summer Intern</b> <b>(Customer Services &amp; Administration Department)</b></p>	<p><b>Job Description</b></p> <ul style="list-style-type: none"> <li>- Provide administrative support for the department’s daily job tasks</li> <li>- Assist and support Customer Service Supervisor to complete the routine assignments</li> </ul> <p><b>Skills &amp; Requirements</b></p> <ul style="list-style-type: none"> <li>- Students studying Tertiary Education in Business Administration, Logistics Management, or a related discipline</li> <li>- Proficiency in Microsoft Office applications, especially in Word, Excel, and PowerPoint</li> <li>- Good Command of both written and spoken English and Chinese</li> <li>- Independent, responsive, and willing to learn</li> </ul>
3	<p><b>Summer Intern</b> <b>(Finance Department)</b></p>	<p><b>Job Description</b></p> <ul style="list-style-type: none"> <li>- Input data into the accounting system, including invoices, credit memos, receipts, etc., for accountant’s review</li> <li>- Ensure all documentation is stocked and/or filled properly and systematically</li> <li>- Handle inquiries from airline or agent customers</li> <li>- Perform ad-hoc projects as assigned</li> </ul> <p><b>Skills &amp; Requirements</b></p> <ul style="list-style-type: none"> <li>- Students studying Tertiary Education in Accountancy / Finance / Computing, or a related discipline</li> <li>- Solid PC knowledge, especially in Microsoft Excel</li> <li>- Energetic and detail-minded</li> </ul>

4	<p><b>Summer Intern (Human Resources Department)</b></p>	<p><b>Job Description</b></p> <ul style="list-style-type: none"> <li>- Assist in data analysis and the preparation of reports</li> <li>- Assist in the recruitment process</li> <li>- Provide administrative support to Human Resources Department</li> <li>- Assist in perform ad-hoc special projects or assignments as assigned</li> </ul> <p><b>Skills &amp; Requirements</b></p> <ul style="list-style-type: none"> <li>- Students studying Tertiary Education in any discipline</li> <li>- Proficiency in Microsoft Office applications, especially in Excel</li> <li>- Proficiency in Chinese Word Processing</li> <li>- Good Command of both written and spoken English and Chinese</li> <li>- Diligent, systematic, active, self-motivated, innovative, good team player with good interpersonal and communication skills</li> </ul>
5	<p><b>Summer Intern (Human Resources Department - Training)</b></p>	<p><b>Job Description</b></p> <ul style="list-style-type: none"> <li>- Assist instructors in facilitating training courses</li> <li>- Provide administrative support</li> <li>- Assist with clerical and documentation tasks.</li> <li>- Perform ad-hoc assignments</li> </ul> <p><b>Skills &amp; Requirements</b></p> <ul style="list-style-type: none"> <li>- Students studying Tertiary Education in any discipline</li> <li>- Proficiency in Microsoft Office applications, especially in Excel, Word, PowerPoint</li> <li>- Good Command of both written and spoken English and Chinese</li> <li>- Well organized with good attention to details</li> <li>- Good presentation and interpersonal skills</li> <li>- Outgoing and confident in communication</li> </ul>

6	<p><b>Summer Intern (Operational Excellence Department)</b></p>	<p><b>Job Description</b></p> <ul style="list-style-type: none"> <li>- Prepare and coordinate new system development and related system change requirements by providing solutions to and liaising with user department(s)</li> <li>- Participate in and manage projects involving process re-engineering, data analysis and regular reports for monitoring operational performance continuous enhancement</li> <li>- Develop process improvement procedures and prepare procedure manual write up</li> </ul> <p><b>Skills &amp; Requirements</b></p> <ul style="list-style-type: none"> <li>- Students studying Bachelor Degree in Logistics, Industrial Engineering, Operations Management, Transportation, or a related discipline</li> <li>- Knowledge of Project Management / Process re-engineering Management in the logistics field</li> <li>- Proficiency in Microsoft Office applications, especially in Word, Excel, and PowerPoint</li> <li>- Good Command of both written and spoken English and Chinese</li> <li>- Highly self-motivated with superior analytical, interpersonal presentation, and communication skills</li> <li>- Able to work independently and efficiently</li> </ul>
7	<p><b>Summer Intern (Purchasing &amp; Administration Department)</b></p>	<p><b>Job Description</b></p> <ul style="list-style-type: none"> <li>- Assist in RFQ to follow up the return quote on time</li> <li>- Assist in communicating and liaising with vendors on price and delivery schedule</li> <li>- Assist in collecting data for sustainability assessments</li> <li>- Assist in the preparation on sustainability assessments</li> </ul> <p><b>Skills &amp; Requirements</b></p> <ul style="list-style-type: none"> <li>- Students studying Tertiary Education in Logistics, Supply Chain Management, Environmental Studies, or a related discipline in sustainability</li> <li>- Proficiency in Microsoft Office applications</li> <li>- Knowledge of carbon auditing and sustainability reporting will be an advantage</li> <li>- Good communication and interpersonal skills</li> <li>- Honest, responsible, and self-motivated</li> </ul>