

**United College Internship Programme - Summer 2022**  
**Internship Offer Suitable for Major in Mechanical and Automation Engineering, Electronic Engineering, Information Engineering, Systems Engineering and Engineering Management**

	Name of Firm/Organization	Related Website	No of Offerings/Work Period	Job Title / Job Description	Experience and Qualifications	Work Address	Application Method(s)	Contact Person
21	OTIS Elevator Hong Kong Limited	<a href="https://www.otis.com/zh/hk">https://www.otis.com/zh/hk</a>	1 Intern / June to August 2022	<b>Internship (Quality &amp; Field Operation Excellence)</b> - Assist in root cause analysis and improvement plans preparation for the field teams - Assist the Associate Director and Assistant Managers in carrying out effective market feedback analysis & coordinate with different departments for improvement - Update existing field operation procedures, standardize and align operation flow - Assure the accuracy and completeness of the correspondence, files, assessments & certifications records, prints, and tasks of assigned projects - Assist in promoting the field operation best practices by establishing and maintaining information sharing platform - Involve in operation excellence programs such as departmental results and track enhancement projects - Other tasks and projects, as assigned	- Undergraduate in quality, engineering and industrial or related disciplines - Internship or previous working experience in quality and field operation is a plus - Working knowledge of root cause analysis and process improvement - Proficiency in MS Office (Intermediate/ advanced user of Excel) - Proficiency in spoken and written English and Chinese - Collaborative, helpful and open to new challenges, detail-oriented - Ability to multi-task, well organized and self-motivated	12/F, Goldin Financial Global Center, 17 Kai Cheung Road, Kowloon Bay	Please send your CV and cover letter to <a href="mailto:recruithk@otis.com">recruithk@otis.com</a> and specify "Referred by United College"	Mr Dawn Hung, Assistant Human Resources Manager, Recruitment, OTIS Elevator Hong Kong Limited
22	OTIS Elevator Hong Kong Limited	<a href="https://www.otis.com/zh/hk">https://www.otis.com/zh/hk</a>	2 interns / June to August 2022	<b>Internship (Engineering)</b> - Assist in project coordination for the engineering team - Assist the Engineering Manager and Engineers in carrying out the Project/ Service plan - Support the project progress and work with internal department to ensure on-time delivery - Prepare drafting design in conjunction with the architectural, structural and E&M designs - Assure the accuracy and completeness of the correspondence, files, engineering records, prints, and tasks of assigned projects - Assist with the development and maintenance of the parts catalogues, owner's manuals, and operational instruction manuals for the assigned products - Involve in brand building activities such as charity and other company event - Other tasks and projects, as assigned	- Undergraduate in Engineering or Business Operation Management or related disciplines - Internship or previous working experience in a E&M Engineering role or Service Operation is a plus - Good understanding of 2D and 3D modelling - Ability to read, interpret and create mechanical drawings - Working knowledge of mechanical tools and equipment - Proficiency in MS Office (Intermediate/ advanced user of Excel) - Proficiency in spoken and written English and Chinese - Collaborative, helpful and open to new challenges, detail-oriented - Ability to multi-task, well organized and self-motivated	12/F, Goldin Financial Global Center, 17 Kai Cheung Road, Kowloon Bay	Please send your CV and cover letter to <a href="mailto:recruithk@otis.com">recruithk@otis.com</a> and specify "Referred by United College"	Mr Dawn Hung, Assistant Human Resources Manager, Recruitment, OTIS Elevator Hong Kong Limited

**Internship Offer Suitable for Major in Law**

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23	OTIS Elevator Hong Kong Limited	<a href="https://www.otis.com/zh/hk">https://www.otis.com/zh/hk</a>	1 Intern / June to August 2022	<b>Internship (Legal)</b> - Assist in Commercial and Government tenders preparation and submission - Assist the Legal Director and Manager in carrying out allocated projects and legal research - Assist in Otis compliance programs, including trainings and communications - Assist in office filing - Other tasks and projects, as assigned	- Undergraduate in (LLB or LLD) from a recognized law school - Internship or previous working experience in house or in private practice is a plus - Working knowledge of corporate compliance and legislation - Proficiency in MS Office - Proficiency in spoken and written English and Chinese - Collaborative, helpful and open to new challenges, detail-oriented - Ability to multi-task, well organized and self-motivated	12/F, Goldin Financial Global Center, 17 Kai Cheung Road, Kowloon Bay	Please send your CV and cover letter to <a href="mailto:recruithk@otis.com">recruithk@otis.com</a> and specify "Referred by United College"	Mr Dawn Hung, Assistant Human Resources Manager, Recruitment, OTIS Elevator Hong Kong Limited

**Internship Offer Suitable for Major in BBA**

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24	OTIS Elevator Hong Kong Limited	<a href="https://www.otis.com/zh/hk">https://www.otis.com/zh/hk</a>	3 interns / June to August 2022	<b>Internship (HR)</b> - Support the team head in preparing analyses, reports and presentation materials - Support day-to-day C&B operations including payroll administration, pension admin, tax filing and benefits administration & etc. - Updates and maintains personnel data into HRIS and create personal files to keep track of completed personal records - Assist in revamp the operations process to minimize risks and ensure compliance with statutory requirements - Assist on the development and implementation of HR system (Workday) and related system enhancement - Assist on any ad hoc projects and initiatives	- Undergraduates in Human Resources Management, Business Administration, or related discipline - Detail-minded, strong numerical sense with high accuracy - Strong sense of responsibility - Able to work independently and a good team player in a fast-paced environment - Mature, well-organized, and approachable personality with good interpersonal skills - Expert user in MS Excel and PowerPoint - Good command of both spoken and written in English & Chinese (Cantonese)	12/F, Goldin Financial Global Center, 17 Kai Cheung Road, Kowloon Bay	Please send your CV and cover letter to <a href="mailto:recruithk@otis.com">recruithk@otis.com</a> and specify "Referred by United College"	Mr Dawn Hung, Assistant Human Resources Manager, Recruitment, OTIS Elevator Hong Kong Limited

**Internship Offer Suitable for Major in BBA**

	Name of Firm/Organization	Related Website	No of Offerings/Work Period	Job Title / Job Description	Experience and Qualifications	Work Address	Application Method(s)	Contact Person
25	OTIS Elevator Hong Kong Limited	<a href="https://www.otis.com/zh/hk">https://www.otis.com/zh/hk</a>	2 interns / June to August 2022	<b>Internship (Supply Chain)</b> <ul style="list-style-type: none"> <li>Assist in day-to-day Supply Chain operations</li> <li>Participate in a commercial environment to support the preparation of reports and correspondences, presentations, researches and data analysis etc.</li> <li>Support the supplier management such as aging stock checking</li> <li>Support operational improvement: Catalogue arrangement, build up training materials</li> <li>Manage system clean up and documentation</li> <li>Support ad hoc projects and assignments when required</li> </ul>	<ul style="list-style-type: none"> <li>Undergraduate in Logistic or Supply Chain Management or related disciplines</li> <li>Strive to continuously develop your skills on project management, negotiation, ethics, and online bidding etc.</li> <li>Knowledge of Import/ Export declaration</li> <li>Good command of both spoken and written English and Chinese</li> <li>Good at MS Excel and PowerPoint</li> </ul>	12/F, Goldin Financial Global Center, 17 Kai Cheung Road, Kowloon Bay	Please send your CV and cover letter to <a href="mailto:recruithk@otis.com">recruithk@otis.com</a> and specify "Referred by United College"	Mr Dawn Hung, Assistant Human Resources Manager, Recruitment, OTIS Elevator Hong Kong Limited
26	OTIS Elevator Hong Kong Limited	<a href="https://www.otis.com/zh/hk">https://www.otis.com/zh/hk</a>	1 intern / June to August 2022	<b>Internship (Communication)</b> <ul style="list-style-type: none"> <li>Copywriting and translation of marketing communications material</li> <li>Assist in the creation of e-mail campaigns and online promotion, etc.</li> <li>Assist in internal and external communication activities (e.g. Social media and web portal)</li> <li>Support brand building activities such as charity and company events</li> <li>Collect and analyze quantitative and qualitative data from communication campaigns</li> <li>Support the communication team in daily administrative tasks</li> <li>Other tasks and projects, as assigned</li> </ul>	<ul style="list-style-type: none"> <li>Undergraduate in Communications and Marketing or related disciplines</li> <li>Knowledge in video editing will be an advantage</li> <li>Able to translate ideas into action with passion and dedication</li> <li>Eager to learn about advertising, digital media, social media platform and event management.</li> <li>Excellent copywriting and presentation skills</li> <li>Creative and think out of the box with customer-centric ideas, able to take direction and absorb information quickly</li> <li>Ability to multi-task and take initiative</li> <li>Proficiency in MS Office (Intermediate/ advanced user of Word, Excel &amp; PowerPoint)</li> <li>Excellent spoken and written English and Chinese</li> </ul>	12/F, Goldin Financial Global Center, 17 Kai Cheung Road, Kowloon Bay	Please send your CV and cover letter to <a href="mailto:recruithk@otis.com">recruithk@otis.com</a> and specify "Referred by United College"	Mr Dawn Hung, Assistant Human Resources Manager, Recruitment, OTIS Elevator Hong Kong Limited
27	OTIS Elevator Hong Kong Limited	<a href="https://www.otis.com/zh/hk">https://www.otis.com/zh/hk</a>	1 intern / June to August 2022	<b>Internship (Service Field Training)</b> <ul style="list-style-type: none"> <li>Participate in E-learning courseware production in engineering aspect (E.g. Training videos, PowerPoint etc.</li> <li>Collect and analyze training data from a wide range of sources, to offer a total solution for training needs</li> <li>Provide online or onsite training assistance</li> <li>Visualize the training data and training record to suggest recommendation for management</li> <li>Institute new learning methods and just-in-time training to efficiently manage training resource</li> <li>Incorporate of IoT devices in the workplace for field staff</li> <li>Manage data clean up and documentation</li> <li>Support operational improvement: E-catalogue arrangement, build up E-training materials</li> <li>Support ad hoc projects and assignments when required</li> </ul>	<ul style="list-style-type: none"> <li>Undergraduate in any discipline</li> <li>Strive to continuously develop your skills on training, project management, consultation etc.</li> <li>Knowledge and experience of training is a plus</li> <li>Good at Adobe Premiere Pro/ iMovie &amp; Photoshop is a must</li> <li>Good command of both spoken and written English and Chinese</li> <li>Good at MS Excel and PowerPoint</li> </ul>	12/F, Goldin Financial Global Center, 17 Kai Cheung Road, Kowloon Bay	Please send your CV and cover letter to <a href="mailto:recruithk@otis.com">recruithk@otis.com</a> and specify "Referred by United College"	Mr Dawn Hung, Assistant Human Resources Manager, Recruitment, OTIS Elevator Hong Kong Limited