

Blue Bird Education is now offering 2 vacancies of Administrative Interns and 1 vacancy of Education Intern from 15 June to 31 August 2024 to United College Students of all majors:

Name of Firm/ Organisation	Blue Bird Education
Related Website	https://www.bluebirdeeducationhk.com
Job title	Administrative Interns (Department of Administration)
No. of Vacancies	2
Job Description	<ul style="list-style-type: none"> - assist the centre in exploring collaboration opportunities with external stakeholders in offering education classes, in particular languages and/or STEM; - prepare proposals and publicity materials and answer daily correspondences; - support the centre in managing the daily schedules of the management; - liaise with teachers of the centre in arranging classes; - assist in the administration of the centre, including data entry and consolidation work; - perform any other duties assigned by the centre. Flexible work arrangements may be accommodated, subject to mutual agreement. On-the-job training will be provided with mentoring support.
Experience and Qualifications	<ul style="list-style-type: none"> - be an undergraduate in any disciplines with immediate availability; - commit full-time in this position during the summer break (exact dates negotiable); - be passionate and eager to learn - be mature and able to work independently and reliably with minimal supervision; - have good command of both written and spoken Chinese and English; - have good computer proficiency, including Word, Excel and PowerPoint. Knowledge in video editing and website development languages would be a definite advantage; - possess strong communication skills and be able to liaise with different stakeholders of the centre, including management, teachers and external companies. <p>Candidates with excellent performance may be offered future working opportunities on a fulltime/part-time basis.</p>

Job title	Education Intern (in teaching department)
No. of Vacancies	1
Job Description	<ul style="list-style-type: none"> - Develop course curriculum, ranging from primary and junior secondary; - Prepare teaching materials; - Assist in the daily operation of the centres and tutorial classes, including educational and administrative aspects; - Liaise with teachers of the centre in arranging classes; - Perform any other duties assigned by the centre. - Flexible work arrangements may be accommodated, subject to mutual agreement. On-the-job training will be provided with mentoring support.
Experience and Qualifications	<ul style="list-style-type: none"> - be an undergraduate, preferably studying in Languages and/or Education or a related discipline, with immediate availability; - commit full-time in this position during the summer break (exact dates negotiable); - be passionate and eager to learn; - be mature and able to work independently and reliably with minimal supervision; - have good command of both written and spoken Chinese and English; - have good computer proficiency, including Word, Excel and PowerPoint. Knowledge in video editing would be a definite advantage; - possess strong communication skills and be able to liaise with different stakeholders of the centre, including management, teachers and external companies. <p>Candidates with excellent performance may be offered future working opportunities on a full time/part-time basis.</p>
Working Period	15 June to 31 August 2024
Working Hours	6 hrs x 5 days
Work Address	Office 702A, 7/F, Eastmark, 21 Sueung Yuet Road, Kowloon Bay, Kowloon
Allowance	HK\$8,000 per month
Application Method(s)	Email your CV and job application to: admin@bluebirdeducationhk.com
Application deadline	30 May 2024
Contact Person	Mr Chris Yau

Zillion Consultancy Limited is now offering 4 vacancies of Recruitment Specialist from 1 June to 31 August 2024 to United College Students of all majors:

Name of Firm/ Organisation	Zillion Consultancy Limited
Related Website	
Job title	Recruitment Specialist
No. of Vacancies	4
Job Description	<ul style="list-style-type: none"> - Organise our Campus event in different university - Handle end-to-end recruitment cycle in a timely manner - Conduct market research related to recruitment, and maintain effective communication/ relationship with staff and candidates
Experience and Qualifications	<ul style="list-style-type: none"> - Organise or participant in any society / club - Good at communication & leading an event
Working Period	1 June to 31 August 2024
Working Hours	3-6 hrs x 2-4 days
Work Address	1701, 17/F, Manhattan Place, Kowloon Bay
Allowance	HK\$1,000-3,000 per week
Application Method(s)	Email your CV and job application to: info@aiazillion.com Ms Joys Ko will contact the applicant to have an interview.
Application deadline	30 June 2024
Contact Person	Mr Hui Ching Yin

MRRM Publishing Limited is now offering 2 vacancies of Editorial Assistant from 3 June to 30 August 2024 to United College Students under **Faculty of Arts and School of Journalism and Communication**:

Name of Firm/ Organisation	MRRM Publishing Limited
Related Website	https://www.mrrm.com.hk
Job title	Editorial Assistant
No. of Vacancies	2
Job Description	Produce editorial content (in Chinese) for both print and social media platform
Experience and Qualifications	--
Working Period	3 June to 30 August 2024
Working Hours	10:00 – 6:30 x 5 days
Work Address	7/F Caltex House, 258 Hennessy Road, Wan Chai, Hong Kong
Allowance	HK\$3,000 per month
Application Method(s)	Email your CV and job application to: ching@mrrm.com.hk
Application deadline	31 May 2024
Contact Person	Ms Yip Sau Ching