

Department of Economics

Special Student Support Programme for 2021 Graduates

Job Training Programs - Administrative Internship

Application Period	:	17 May 2021 – 4 June 2021
Job type	:	Administrative Intern
Eligibility	:	2021 Graduating students
Period of Internship	:	15 June – 12 August 2021
Duration	:	8 weeks
Number of Vacancies	:	2
Remuneration	:	HKD9,900 monthly
Employment opportunity	:	Best candidate will be offered with an appointment as Temporary Assistant Administrative Officer for 3-6 months

Background:

Under the guidance and supervision of the Senior Administrative Officer, the Administrative Intern provides support to administrative services to the Department of Economics ensuring high quality of work, ensures accurate, timely and properly recorded/documented service delivery. The 2-month internship includes practical job assignments and on-the-job training.

Job Summary:

Under direct supervision, performs administrative tasks to assist assigned staff with the performance of their duties.

Duties and Responsibilities:

- Provide assistance in general administrative and logistical support to the Office in accordance with Lingnan University's rules, regulations, policies, and strategies;
- Provide administrative support to departmental activities such as meetings, seminars, conferences, workshops, retreats;
- Assists in the preparation of correspondences, meeting agenda/minutes, written reports and recommendations;
- Maintain filing system ensuring safekeeping of confidential materials;
- Assist in processing purchase and payment requisitions through required review and approval process, according to the University's policies and procedures;
- Monitoring and maintain office stationery supplies, furniture, office equipment, computer items including maintenance of stock lists of these items.

Required Skills and Experience

Ideal applicants are expected have: (i) career plan in administrative fields; (ii) good command of both Chinese and English; (ii) competencies in MS Word, Excel, Powerpoint and knowledge in webpage applications; (iii) good communication, interpersonal and teamwork skills.

Application Procedure:

Applicants should send a cover letter with a resume to the Department of Economics by email to econ@LN.edu.hk. Potential candidate will be invited to join a typing test and a job interview in early June.