AIA Hong Kong & Macau

About the company

At AIA we've started an exciting movement to create a healthier, more sustainable future for everyone.

It's about finding new ways to not only better people's lives, but to better the communities and environments we live in.

Encompassing our ambition of helping a billion people live Healthier, Longer, Better Lives by 2030.

And to get there, we need ambitious people who believe in playing an important part in shaping that future. People seeking unmatched career and personal growth opportunities, who are driven to work with, and learn from some of the most inspiring and supportive leaders in the business.

Please visit our career website for further information: https://www.aia.com.hk/zh-hk/about-aia/careers

Name of Department(s) offering internship positions:	Internship Duration: **6 months**
Technology	Internship Period: **Jun 2023 – Dec 2023**

Intern's Job Description

Job Duties:

(Rotate in the different teams of the IT Governance and Project Management Office division)

- Create and maintain user friendly data visualization dashboards for senior management
- Enforce IT governance and processes to safeguard company investment in strategic projects
- Design and implement effective budgeting principles and processes
- Assist in budget planning, preparation, monitoring and reporting

- Conduct market research on latest technology and trend with focus on digitalisation, ecosystem, blockchain, data analytics in GBA

- Assist in the development of TDA internal communications and preparation of Standup meeting

Requirements:

(A) Education Background:
- 2nd or 3rd year UG student or MBA

(B) Discipline Preferred:
- All disciplines are welcomed

(C) Technical Skills:
- Excellent knowledge of Microsoft Office applications, especially Excel and PowerPoint

(D) Language Proficiency:
- Good command of written and spoken English and Chinese (Cantonese and/or Putonghua)

(E) Others:
- Eager to learn and understand more on the FinTech and insurance industry
- Business analyst skills and experience would be a plus
- Good team player and willing to take on challenges
- Self-motivated, good attention to details, independent with strong analytical and problem-solving skills
- Good communication and presentation skills