

## The Bank of East Asia, Limited

### About the company

### Internship Information

Interns may be involved in projects in the following aspects:

- Operation efficiency programs;
  - Business expansion initiatives.
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**Name of Department(s) offering internship positions:**

**Internship Duration:** 12 months

Project Management and Services Department – project management

**Internship Period:** 7 / 2021 – 6 / 2022

### Intern's Job Description

#### Job Duties:

- To assist in project management and coordinate with multiple parties (internal and external, local, China and Overseas) and ensuring quality and compliance to the Bank's standards.
- Be a part of the team to drive and implement changes to various areas in the bank.
- To collaborate with Information Technology Department in implementing the solution designs on IT projects.

#### Requirements:

(A) Education Background:

- UG student.

(B) Discipline Preferred:

- Information Management System
- Information Technology / Computer Science

(C) Technical Skills:

- Advanced knowledge of Microsoft Excel (e.g. Macro);
- SQL (an advantage).

(D) Language Proficiency:

- Good command of written and spoken English;
- Good command of written Chinese, spoken Cantonese.
- Be able to communicate in Mandarin is an advantage

(E) Others:

- Self-motivated, work proactively, detail-oriented;
- Willing to learn;
- Willing to take up responsibility;
- Good team player;
- Able to work under pressure;
- Creative thinking and problem solving.
- Be able to present ideas and communicate with different parties

Enquiry email (if any):