



Hong Kong Economic and Trade Office in Singapore

The Government of the Hong Kong Special Administrative Region
of the People's Republic of China

Host Employer:	Hong Kong Economic and Trade Office in Singapore
Internship Position:	Intern (Shipping Registry)
Industry	Government-related agency/Public organisation
Department:	Shipping Registry
Duration:	Between early May to end Aug (minimum 10 weeks internship)
Internship Location:	Singapore
Job Code:	A178b
Company Website:	www.hketosin.gov.hk

This office is the official representative office of the Hong Kong Special Administrative Regional Government covering Singapore, Laos and Vietnam, as well as India.

Job Summary

Shipping Registry Intern is to provide assistance to Shipping Registry for general routine operation and event organization

Related Disciplines

LMS, ISE (Logistics)

Key Duties and Responsibilities

1. Engagement of maritime clients
2. Provision of administrative support, e.g. desktop maritime research, database management and procurement
3. Maritime promotional / technical events organization
4. shipboard / company visits

Essential Attributes:

1. Good language skills (both verbal and written)
2. Good computer skills
3. Good statistics and data analysis skills

Desirable Attributes:

Maritime / Shipping knowledge preferred

Language Requirements

English (Spoken), Mandarin (Spoken), English (Written), Mandarin (Written)

Working Days and Working Hours

5 days a week, Monday to Friday, 8:45am to 5:30pm

Lunch Hour: 12:45pm to 1:45pm