



## Hong Kong Economic and Trade Office in Singapore

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

<b>Host Employer:</b>	Hong Kong Economic and Trade Office in Singapore
<b>Internship Position:</b>	Intern (General Office Management)
<b>Industry</b>	Government-related agency/Public organisation
<b>Department:</b>	General Office Management
<b>Duration:</b>	Between early May to end Aug (minimum 10 weeks internship)
<b>Internship Location:</b>	Singapore
<b>Job Code:</b>	A178c
<b>Company Website:</b>	<a href="http://www.hketosin.gov.hk">www.hketosin.gov.hk</a>

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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

To support the Office Manager in general office management including functions such as administrative, human resources, finance, procurement and event organization and management.

### Related Disciplines

FB, FH

### Key Duties and Responsibilities

1. General administrative / office support
2. Procurement / Inventory
3. Event organisation
4. Office system upgrading projects

### Essential Attributes:

1. Good language skills (both verbal and written)
2. Excellent computer skills

### 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