



**Hong Kong Economic and
Trade Office in Bangkok**

Host Employer:	Hong Kong Economic and Trade Office in Bangkok
Internship Position:	Administration Intern
Industry:	Government-related agency/Public organisation
Department:	Administration
Duration:	1 for May – July (8 weeks) & 1 for July – Aug (8 weeks)
Internship Location:	Bangkok, Thailand
Job Code:	A107
Company Website:	https://www.hketobangkok.gov.hk/

The office is the official representative office of the Hong Kong Special Administrative Region Government, located in Bangkok, Thailand.

Job Summary

- To provide administrative support, including management of resources and systems (e.g. information technology systems), office accommodation, office supplies, equipment maintenance, etc

Related Disciplines

FB, FH

Key Duties and Responsibilities

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

Job Requirements

Essential Attributes:

1. Good writing and speaking skills
2. Excellent computer skills in common office software e.g. Microsoft Word, Excel, PowerPoint, etc

Desirable Attributes:

Nil

Language Requirements

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

Working Days and Working Hours

5 days, 0900-1730, Monday to Friday with one hour lunch break (any one hour between 1200 and 1400 hr) (Per day)

Benefits provided, if applicable

N/A