

Job Information

Post Title	Human Resources Intern (Part time contract – 6 months)
Company Name	Li & Fung Trading
Business Nature / Introduction	As new technologies disrupt the way consumers and businesses interact, Li & Fung (a Fung Group company) is reimagining and creating supply chains for the future. Through our innovative products and end-to-end supply chain solutions, we aim to expand the realm of what's possible and create more value for more players along the supply chain. With our entrepreneurial spirit, we are using digital technologies to speed collaboration, drive innovation and enhance sustainability. We are dedicated to changing how the world works, and making life better for people everywhere.
No. of Vacancy	1
Work Location	Hong Kong
Role / Responsibility	<p>We are now seeking a high caliber candidate to fill up the position of Intern in the Human Resources Department to support our Sourcing, Merchandise and Corporate team. Comprehensive training will also provide to our selected candidate, including Talent Acquisition and HR Operations & Administration.</p> <p>The candidate will be a member of our Global Talent Management Team to support the following areas:</p> <p><i>What you'll need to do:</i></p> <ul style="list-style-type: none"> • Support the team to manage and advertise job postings. Maintain resume database. • Consolidate resumes and candidate applications and distribute to appropriate stakeholders • Support interview logistics coordination, schedule/reschedule interviews, room bookings facilitate assessments and maintain communication with candidates in the selection process • Support new joiners' on-boarding procedure and orientation • Support offer letter coordination, contract preparation and related inquiries and follow up candidate information as required • Assist in any other ad-hoc HR admin support <p><i>What you will need to succeed:</i></p> <ul style="list-style-type: none"> • Able to work on 3 days a week • Fast-learner and team player • Good command of English and Chinese • Meticulous and have an eye for details • Takes a proactive approach by identifying and owning issues through to resolution • Ability to organize and prioritize in a changing environment

Requirements / Qualification	Preferred Qualifications: Undergraduate/sub-degree graduates in the following fields of study: <ul style="list-style-type: none"> • Design • Intimate Apparel and Activewear • Knitwear Design and Technology • Retail and Marketing • Technology
Target Commencement Date	As soon as possible
Application Method	Please send the following document to charleshung@lifung.com : <ul style="list-style-type: none"> • CV
Application Deadline	31 July 2021

** This part-time job opportunity will be counted towards WIE only if student has worked for 120 hours or more.*

Note on Minimum Wage Ordinance

Please note that statutory minimum wage does not apply to student interns as well as work experience students during a period of exempt student employment. Please refer to the [Notes for Student Employees and Employers at the Labour Department](#).

If you want to accept a job paid below the statutory minimum wage (including no-pay internship), please send a written request to tcwie@polyu.edu.hk for issuance of the corresponding document.