

**Hong Kong Council for Testing and Certification**  
**Internship Opportunities in the Testing and Certification Industry for “Summer 2019”**

<b>Part A : Company Information</b>	
Company Name : <b>Hong Kong Quality Assurance Agency</b> (English)	(Chinese) 香港品質保證局
Office Address : 19/F, K. Wah Centre, 191 Java Road, North Point, HK	
Nature of Business : <b>Certification</b>	Website : <a href="http://www.hkqaa.org">www.hkqaa.org</a>
Brief Introduction of the Company	

<b>Part B : Internship Information for Summer 2019</b>			
Job title	<b>Summer Intern</b>		
No. of vacancies:	<b>2</b>		
Job description:	<ul style="list-style-type: none"> <li>● Provide the administrative support to assigned department</li> <li>● Assist in ad-hoc task which assigned by supervisor</li> </ul>		
Duration with dates	<b>1 Jun 2019 to 31 Aug 2019 (1 – 1.5 month)</b>		
Work location (if different from the office address )			
Remuneration/Allowance:	<b>HKD 4,500/Month</b>		
<b>Requirements on applicants</b>			
Students from :	Universities/IVE/VTC		
Major/Programme/Field of study :	Any Discipline		
Year of study:	No Preference		
Language skills:	<input checked="" type="checkbox"/> Cantonese <input checked="" type="checkbox"/> English <input type="checkbox"/> Putonghua <input type="checkbox"/> Others: _____		
Other skills or attributes required:	MS Office, Chinese & English Typing		
Documents required:	CV, Cover Letter		
Application Deadline:	15-Jul-2019		
Application Method:	By email or post directly to Human Resource Unit E-mail: <a href="mailto:hr@hkqaa.org">hr@hkqaa.org</a>		

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