Placement Student Programme (Banking Conduct Division 1) 2024-2025

Company: Hong Kong Monetary Authority

Division: Banking Conduct Division 1 (Licensing Team)

Salary: HK$ 11,200 per month

Benefits: Medical and dental benefits

No. of vacancy: 1

Duration of placement: 13 months (3 June 2024 - 30 June 2025)

Deadline for application: 18 February 2024

Interview period: February - April 2024

Application method: Apply online [https://erecruit.hkma.gov.hk/E_Job_Detail.php?RefNo=S00011556-1A&JobSourceType=U&SourceType=60&JobSource=43]

Duties:

- To conduct research on market and regulatory developments in the financial and banking industry;
- To assist in developing new applications, conducting user acceptance test or other related tasks for digitalisation project;
- To provide support to the teams for processing different types of licence applications;
- To assist in other ad-hoc tasks where necessary; and
- To hand over and train up new student placement.

Requirement:

- Major in
  (i) Banking, economics, accountancy, finance, business administration or related field; or
  (ii) computer science, information system or equivalent discipline AND have taken courses in banking, economics, accountancy, finance, business administration or related field;
- Proficient in Python programming and basic knowledge in system design, development and implementation;
- Proficient in Excel and Visual Basic for Applications;
- Proficient in Microsoft Office applications;
- Good knowledge in financial and banking industry an advantage;
- Hard working, attentive, having strong sense of responsibility;
- Good organization and communication skills; and
- Good command of written and spoken English and Chinese.
Placement Student Programme (Banking Conduct Division 1) 2024-2025

Company: Hong Kong Monetary Authority
Division: Banking Conduct Division 1 (Securities Team)
Salary: HK$ 11,200 per month
Benefits: Medical and dental benefits
No. of vacancy: 3
Duration of placement: 13 months (3 June 2024 - 30 June 2025)
Deadline for application: 18 February 2024
Interview period: February - April 2024
Application method: Apply online
[https://erecruit.hkma.gov.hk/E_Job_Detail.php?RefNo=S00011542-1A&JobSourceType=U&SourceType=60&JobSource=43]

Duties:

• To assist in analysing return and surveys of securities and investment related activities and provide other technical support;
• To provide support to the teams for conducting their on-site examinations of securities and investment related activities of the authorized institutions;
• To conduct research on investment products and development in the financial and banking industry and to summarize the research findings;
• To assist in conducting user acceptance test for surveys/ Management Information System (MIS) reports on securities activities of authorized institutions;
• To provide administrative support to the division;
• To assist in other ad-hoc tasks where necessary; and
• To hand over and train up new student placement.

Requirement:

• Major in
  (i) Banking, accountancy, finance, business administration or related field; or
  (ii) computer science, information system or equivalent discipline AND have taken courses in banking, accountancy, finance, business administration or related field;
• Proficient in Excel and Visual Basic for Applications;
• Conversant with other Microsoft Office applications and Chinese word processing;
• Good knowledge in securities market, investment products, and/or the financial and banking industry an advantage;
• Hard working, attentive, having strong sense of responsibility;
• Good organization and communication skills; and
• Good command of written and spoken English and Chinese.
Placement Student Programme (Banking Conduct Division 2) 2024-2025

Company: Hong Kong Monetary Authority
Division: Banking Conduct Division 2
Salary: HK$ 11,200 per month
Benefits: Medical and dental benefits
No. of vacancy: 2
Duration of placement: 13 months (3 June 2024 - 30 June 2025)
Deadline for application: 18 February 2024
Interview period: February - April 2024
Application method: Apply online
   [https://erecruit.hkma.gov.hk/E_Job_Detail.php?RefNo=S00011555-1A&JobSourceType=U&SourceType=60&JobSource=43]

Duties:

- To conduct research on good practices of financial consumer protection including effective approaches in the digital age and development in the financial and banking industry and to summarize the research findings;
- To provide support to the teams for conducting their on-site examinations and thematic reviews in relation to banking consumer protection;
- To assist in preparing and analysing returns and surveys relating to banks’ business practices and conduct;
- To provide administrative support to the teams;
- To assist in other ad-hoc tasks where necessary; and
- To hand over and train up new student placement.

Requirement:

- Major in
  (i) banking, accountancy, finance, business administration or related field; or
  (ii) computer science, information system or equivalent discipline AND has taken courses in banking, accountancy, finance, business administration or related field;
- Conversant with Microsoft Office applications and Chinese word processing;
• Proficiency in Power Point, Excel and Visual Basic for Applications (VBA) an advantage;
• Good knowledge in banking products, and the financial and banking industry an advantage;
• Hard working, attentive, having strong sense of responsibility;
• Good organization and communication skills; and
• Good command of written and spoken English and Chinese.
Placement Student Programme (Banking Conduct Division 3) 2024-2025

Company:   Hong Kong Monetary Authority  
Division:   Banking Conduct Division 3  
Salary:    HK$ 11,200 per month  
Benefits:   Medical and dental benefits  
No. of vacancy:   2  
Duration of placement:  13 months (3 June 2024 - 30 June 2025)  
Deadline for application:  18 February 2024  
Interview period:   February - April 2024  
Application method:   Apply online  
[https://erecruit.hkma.gov.hk/E_Job_Detail.php?RefNo=S00011565-1A&JobSourceType=U&SourceType=60&JobSource=43]

Duties:

• To provide support to the teams for conducting examinations and reviews of insurance and MPF intermediary activities and financial inclusion related initiatives of authorized institutions, including analysing surveys and providing technical support on the relevant management information system;  
• To conduct research on insurance / MPF / investment products, financial inclusion related initiatives and development in the financial and banking industry as directed;  
• To provide administrative support to the teams;  
• To assist in other ad-hoc tasks where necessary; and  
• To hand over and train up new student placements.

Requirements:

• Major in  
  (i) banking, accountancy, finance, business administration or related field; or  
  (ii) computer science, information system or equivalent discipline AND has taken courses in banking, accountancy, finance, business administration or related field;  
• Proficient in Excel (including VBA), and knowledge of SQL an advantage;  
• Conversant with other Microsoft Office applications and Chinese word processing;
• Good knowledge in insurance / MPF / securities market, insurance / MPF / investment products, and financial and banking industry an advantage;
• Hard working, attentive, having strong sense of responsibility;
• Good organisational and communication skills; and
• Good command of written and spoken English and Chinese.
Company: Hong Kong Monetary Authority
Division: Banking Supervision Department (Market Risk Team)
Salary: HK$ 11,200 per month
Benefits: Medical and dental benefits
No. of vacancy: 1
Duration of placement: 13 months (3 June 2024 - 30 June 2025)
Deadline for application: 18 February 2024
Interview period: February - April 2024
Application method: Apply online
[https://erecruit.hkma.gov.hk/E_Job_Detail.php?RefNo=S00011546-1A&JobSourceType=U&SourceType=60&JobSource=43]

Duties:

- To conduct research in market risk related areas such as derivatives markets, economic development, and financial technologies utilised by financial institutions and bank regulators to enhance market risk management practice and improve treasury operational efficiency.
- To assist in testing, developing and maintaining data analysis dashboards using in-house business analytics tools.
- To develop data analysis dashboards and conduct data validation using Microsoft Excel or other analytics tools.
- To assist in data processing and preparing MIS reports.
- To provide administrative support to the team.
- To assist in other ad-hoc tasks assigned by his/her supervisor.

Requirement:

- Major in economics, finance, statistics, information system, or related discipline;
- Proficient in Microsoft Excel, and knowledge of VBA is an advantage;
- Proficient in using Bloomberg Terminal is an advantage;
- Knowledge to financial and banking industry is a plus;
- Proactive, hard-working, attentive, and capable of self-directed learning;
• Good organization and communication skills; and
• Good command of written and spoken English and Chinese.
Placement Student Programme (Operational Risk) 2024-2025

Company: Hong Kong Monetary Authority
Division: Banking Supervision Department (Operational Risk Team)
Salary: HK$ 11,200 per month
Benefits: Medical and dental benefits
No. of vacancy: 1
Duration of placement: 13 months (3 June 2024 - 30 June 2025)
Deadline for application: 18 February 2024
Interview period: February - April 2024
Application method: Apply online
[https://erecruit.hkma.gov.hk/E_Job_Detail.php?RefNo=S00011545-1A&JobSourceType=U&SourceType=60&JobSource=43]

Duties:

- To assist in conducting researches in relation to operational risk management;
- To assist and support the Operational Risk Management Data Submission and Independent Compliance Assessment, including administration, distribution, collection and MIS reporting;
- To assist in conducting analysis of operational risk data collected from the ICA process or other sources and provide other technical support in relation to the data analysis;
- To assist in compiling MIS reports related to operational risk;
- To assist in handling reports of operational incidents;
- To assist in other ad-hoc tasks where necessary; and
- To provide administrative support to the team.

Requirement:

- Major in computer science, information system, finance/accounting or equivalent discipline;
- Microsoft Excel, Access, PowerPoint and Visual Basic programming skill;
- Self-motivated, hardworking, attentive, dedicated to work and proactive;
- Good organization and communication skills;
- Conversant with office software i.e. Windows, Office and Chinese word processing; and
• Good command of written and spoken English and Chinese.
Placement Student Programme (Supervisory Technology Division) 2024-2025

Company: Hong Kong Monetary Authority
Division: Banking Supervision Department (Supervisory Technology Division)
Salary: HK$ 11,200 per month
Benefits: Medical and dental benefits
No. of vacancy: 1
Duration of placement: 13 months (3 June 2024 - 30 June 2025)
Deadline for application: 18 February 2024
Interview period: February - April 2024
Application method: Apply online
[https://erecruit.hkma.gov.hk/E_Job_Detail.php?RefNo=S00011548-1A&JobSourceType=U&SourceType=60&JobSource=43]

Duties:

- To provide support for supervisory technology project (e.g. user requirement collection, user acceptance test, functional and operational support to users).
- To provide support for efforts to promote technology adoption in the Hong Kong banking sector (e.g. organising industry events).
- To conduct research, proof-of-concept and prepare summary reports on areas under the Division’s purview, including but not limited to the latest development of supervisory and regulatory technologies, the latest trend in data science, etc.
- To assist in performing data analysis and developing dashboards using data analytics tools.
- To assist in performing user acceptance tests on new templates/reports.
- To assist in preparing presentation and training materials.
- To provide administrative support to the team.
- To assist in other ad-hoc tasks assigned by his/her supervisor.

Requirement:

- Major in computer science, information systems, data science or related disciplines
- Knowledge in data analytics tools (e.g. R, Python, Tableau, etc.), SQL is an advantage
• Experience in Microsoft Office tools
• Knowledge to financial and banking industry is a plus
• Proactive, hard-working, attentive, and capable of self-directed learning
• Good organisation and communication skills
• Good command of written and spoken English and Chinese
Placement Student Programme (Technology Risk) 2024-2025

Company: Hong Kong Monetary Authority
Division: Banking Supervision Department (Technology Risk Team)
Salary: HK$ 11,200 per month
Benefits: Medical and dental benefits
No. of vacancy: 2
Duration of placement: 13 months (3 June 2024 - 30 June 2025)
Deadline for application: 18 February 2024
Interview period: February - April 2024
Application method: Apply online [https://erecruit.hkma.gov.hk/E_Job_Detail.php?RefNo=S00011547-1A&JobSourceType=U&SourceType=60&JobSource=43]

Duties:

• To assist in conducting researches in areas of business continuity planning, cyber security, e-banking, Fintech, outsourcing and cloud computing and technology risk management;
• To maintain and support the Independent Compliance Assessments (ICA) and Cyber Resilience Assessment Framework (C-RAF) processes, including administration, distribution, collection and MIS reporting;
• To assist in consolidating returns and compiling MIS reports related to technology risk;
• To assist in handling reports of operational incidents, fake bank websites and phishing emails;
• To assist in other ad-hoc tasks where necessary; and
• To provide administrative support to the team.

Requirement:

• Major in computer science, information system, finance/accounting or equivalent discipline;
• Microsoft Excel, Access and Visual Basic programming skill;
• Self-motivated, hardworking, attentive, dedicated to work and proactive;
• Good organization and communication skills;
• Conversant with office software i.e. Windows, Office and Chinese word processing; and
• Good command of written and spoken English and Chinese.
Placement Student Programme (External Managers) 2024-2025

Company: Hong Kong Monetary Authority
Division: Exchange Fund Investment Office - External Managers Team
Salary: HK$ 11,200 per month
Benefits: Medical and dental benefits
No. of vacancy: 2
Duration of placement: 13 months (3 June 2024 - 30 June 2025)
Deadline for application: 18 February 2024
Interview period: February - April 2024
Application method: Apply online
[https://erecruit.hkma.gov.hk/E_Job_Detail.php?RefNo=S00011549-1A&JobSourceType=U&SourceType=60&JobSource=43]

Duties:

Support investment teams and portfolio managers in their day-to-day functions:

- To assist in preparing daily market report, monitoring market news and industry trends, and downloading data from financial information system such as Bloomberg;
- To assist in data management and digitalisation projects;
- To assist in checking daily and monthly position files and uploading the files to internal system;
- To update dividend log sheet and journal entries for dividend withdrawal as well as preparation of performance return;
- To assist in housekeeping of records;
- To provide general operational and administration support; and
- To assist in other ad-hoc research tasks and projects as assigned.

Requirements:

- Penultimate year student majoring in accounting or finance;
- Proficiency in Excel, Word, and PowerPoint;
- Pro-active, collaborative and detail-oriented.
Placement Student Programme (Finance Division) 2024-2025

Company: Hong Kong Monetary Authority
Division: Finance Division
Salary: HK$ 11,200 per month
Benefits: Medical and dental benefits
No. of vacancy: 2
Duration of placement: 13 months (3 June 2024 - 30 June 2025)
Deadline for application: 18 February 2024
Interview period: February - April 2024
Application method: Apply online
[https://erecruit.hkma.gov.hk/E_Job_Detail.php?RefNo=S00011551-1A&JobSourceType=U&SourceType=60&JobSource=43]

Duties:

- To provide support to the team on financial reporting and annual audit of the Exchange Fund and its investment holding subsidiaries;
- To assist in budget preparation and monitoring;
- To assist in data maintenance, mining and analysis;
- To assist in conducting tests for internal systems upgrade; and
- To provide general operational and administration support.

Requirements:

- Preferably current Year 2 and Year 3 undergraduates majoring in Accounting / Finance / Economics / Business Administration / Information Systems and Management;
- Proficiency in MS Office;
- Knowledge of Visual Basic for Applications is an advantage; and
- Pro-active, collaborative and detail-oriented.
Placement Student Programme (IT Application Support) 2024-2025

Company: Hong Kong Monetary Authority
Division: Information Technology Division
Intended remuneration: HK$ 11,200 per month
Benefits: Medical and dental benefits
Total no. of vacancies: 3
Duration of placement: 13 months (3 June 2024 - 30 June 2025)
Deadline for application: 18 February 2024
Interview period: February - April 2024
Application Method: Apply online

IT Application Support 1 Section

Duties:
• To provide support to the following IT application systems:
  - Trading and Investment Management System
  - Stored Value Facilities and Retail Payment Supervisory System
• To assist in programming, system integration testing and other IT related works.

Requirements:
• Pursuing bachelor’s degree in business administration, finance, information technology or computer science.
• Basic knowledge of any one of the following items is desirable.
  ❖ Programming: Low-Code, Python, Java, Excel VBA and .NET
  ❖ Database: PostgreSQL, Microsoft SQL Server and Oracle
  ❖ CI/CD: Git, automated test and JIRA
  ❖ Operating System: Linux, AIX, Windows Server and Windows 10
  ❖ Financial information system: Bloomberg
• Good command of English and Chinese.
Placement Student Programme (IT Application Support) 2024-2025

Company: Hong Kong Monetary Authority
Division: Information Technology Division
Intended remuneration: HK$ 11,200 per month
Benefits: Medical and dental benefits
Total no. of vacancies: 9
Duration of placement: 13 months (3 June 2024 - 30 June 2025)
Deadline for application: 18 February 2024
Interview period: February - April 2024
Application Method: Apply online
[https://erecruit.hkma.gov.hk/E_Job_Detail.php?RefNo=S00011550-1A&JobSourceType=U&SourceType=60&JobSource=43]

IT Application Support 2 Section

Duties:
- To assist in system enhancement to cope with regulatory requirements for prudential banking supervision
- To assist in performing financial and statistical data analysis with business intelligent / data visualisation tools
- To assist in building a new data analytic platform to facilitate big data analysis
- To assist in application development on Low-Code Development Platform
- To assist in development and execution of automated tests for application quality assurance
- To assist in research, design and advocate new technologies

Requirements:
- Major or minor in Computer Science or relevant subjects with computer programming experience in any computer languages.
- Basic knowledge of some of the following items is desirable. On-the-job training by supervisor will be provided on.
  - Computer languages:
    - Java, Python, Oracle SQL, Microsoft Visual Basic/.NET, Excel development tools, JSON, React JS, XML, Selenium
- Mobile application programming languages such as Swift and Objective-C for iOS, Kotlin and Java for Android
- Low-Code Development Platform e.g. Outsystems
- Database management systems and data analytics:
  - Oracle database and Oracle Business Intelligence
  - Microsoft SQL server database
  - Knowledge of Dremio, Tableau and Python for data analysis is an advantage
- Operation systems:
  - Microsoft Windows and Microsoft Windows Server
  - Some experience on using Linux/Unix is an advantage
- Others
  - Basic Domain/Networking/Windows Active Directory Knowledge
  - Knowledge of Low-Code Development and DaaS
Placement Student Programme (IT) 2024-2025

Company: Hong Kong Monetary Authority
Division: Information Technology Infrastructure Services - Support of private cloud platform and virtual desktop infrastructure
Intended remuneration: HK$ 11,200 per month
Benefits: Medical and dental benefits
Total no. of vacancy: 1
Duration of placement: 13 months (3 June 2024 - 30 June 2025)
Deadline for application: 18 February 2024
Interview period: February - April 2024
Application Method: Apply online
[https://erecruit.hkma.gov.hk/E_Job_Detail.php?RefNo=S00011553-1A&JobSourceType=U&SourceType=60&JobSource=43 ]

Duties:
- Collaborate with the team to assist and support the expansion of the private cloud platform, virtual desktop infrastructure, and server virtualization, gaining hands-on experience in cutting-edge technologies.
- Engage in the DevSecOps practices of the private cloud platform in ensuring the security and operational excellence of the infrastructure.
- Contribute to the development and enhancement of digital workflows, enabling the digitalization of daily processes to support green initiatives and sustainability efforts.
- Participate in the vulnerability management process within the private cloud environment, assisting with patch management and integrity of the system.
- Gain exposure to various administrative tasks such as procurement of IT equipment and software, documentation, project logistics and filing.

Requirement:
- Information Technology, Computer Science, Business Administration, Mathematics or Engineering background.
- Basic cloud or virtualisation concept.
- Basic programming skills in scripting languages such as Python, Javascript, Powershell, or JSON.
- Hands-on experience in MS Windows, MacOS and Linux/GNU OS is desirable.
- Familiar with using open source tools.
• Good command of English and Chinese.
Placement Student Programme (IT) 2024-2025

Company: Hong Kong Monetary Authority
Division: Information Technology Infrastructure Services - Support of mobile devices and services
Intended remuneration: HK$ 11,200 per month
Benefits: Medical and dental benefits
Total no. of vacancy: 1
Duration of placement: 13 months (3 June 2024 - 30 June 2025)
Deadline for application: 18 February 2024
Interview period: February - April 2024
Application Method: Apply online
[https://erecruit.hkma.gov.hk/E_Job_Detail.php?RefNo=S00011552-1A&JobSourceType=U&SourceType=60&JobSource=43 ]

Duties:
• Provide operational support for a range of mobile devices such as iPhones, iPads and MacBooks through the VMware Mobile Devices Management System, gaining hands-on experience in managing and troubleshooting mobile devices.
• Assist in technical support of messaging tools, and testing of mobile apps on Apple iOS, evaluating multi-function desktop facilities based on MacBook / macOS architecture to ensure seamless user experience.
• Participate in modernization projects focused on mobile devices and the VMware Mobile Device Management System.
• Explore and implement business intelligence and reporting initiatives with third party tools such as Tableau and JIRA / Confluence.
• Research and engage in the proof of concept (PoC) of new automation initiatives utilising low-code platforms and REST API.
• Gain exposure to various administrative tasks such as procurement of IT equipment and software, documentation, project logistics and filing.

Requirement:
• Information Technology, Computer Science, Business Administration, Mathematics or Engineering background.
• Basic programming skills in scripting languages such as Python, Javascript, Powershell, or JSON.
• Good command of English and Chinese.
Placement Student Programme (IT Security) 2024-2025

Company: Hong Kong Monetary Authority
Division: Information Technology Division
Intended remuneration: HK$ 11,200 per month
Benefits: Medical and dental benefits
Total no. of vacancy: 2
Duration of placement: 13 months (3 June 2024 - 30 June 2025)
Deadline for application: 18 February 2024
Interview period: February - April 2024
Application Method: Apply online
[https://erecruit.hkma.gov.hk/E_Job_Detail.php?RefNo=S00011544-1A&JobSourceType=U&SourceType=60&JobSource=43]

Duties:
• To provide technical support in setting up an IT security laboratory.
• To participate in performing IT security tests and assessments.
• To assist in daily operation of SIEM system.
• To assist in implementation and support of IT security related projects.
• To assist in providing vulnerability assessment service to other IT teams.
• To assist in IT security awareness programmes.
• To assist in research in topics under IT security domain.
• To assist in the documentation and filing of functional, technical and other related specifications and documents.

Requirement:
• Computer Science background or relevant subjects with IT security / audit.
• Basic knowledge of at least one of the following items is desirable. On-the-job training will be provided.
  ❖ Computer languages:
    o SQL, Excel VBA
    o Python, Javascript, HTML, CSS, PHP, XML
  ❖ Operation systems:
    o Microsoft Windows
- Linux

- Cyber security:
  - Vulnerability scanning
  - Penetration test
  - Public Key Infrastructure
  - Data encryption and digital signing
  - Security awareness

- Good command of English and Chinese.
Placement Student Programme (Market Research Division 2024-2025)

Company: Hong Kong Monetary Authority
Division: Research Department (Market Research Division)
Salary: HK$ 11,200 per month
Benefits: Medical and dental benefits
No. of vacancy: 1
Duration of placement: 13 months (3 June 2024 - 30 June 2025)
Deadline for application: 18 February 2024
Interview period: February - April 2024
Application method: Apply online
[https://erecruit.hkma.gov.hk/E_Job_Detail.php?RefNo=S00011564-1A&JobSourceType=U&SourceType=60&JobSource=43]

Duties:

Assist research analysis on financial market and the construction and maintenance of economic and financial databases with a focus on:

- Collect, review and verify the accuracy of data in a timely and accurate manner.
- Assist in preparation of financial market statistics.
- Collaborate with Tech Team in Research Department to develop / enhance front-to-back automation in achieving more effective visualisations and statistical analyses
- Effective dissemination of research outcomes in a cutting-edge way.

Requirements:

A. Education Background:
   - Undergraduate students
B. Discipline Preferred:
   - Economics, Finance, Statistics, Data Science, Information Management, Computer Science or other quantitative subjects
C. Technical Skills:
   - Familiarity with analytical and data visualisation tools (such as Tableau, R and Python) an advantage
D. Language Proficiency:
• Good command of both written and spoken English and Chinese

E. Others:
• Basic knowledge in Finance and the banking industry
• Good interpersonal skills with ability to prioritise, multitask and follow established procedures to attain positive results
Placement Student Programme (Settlement) 2024-2025

Company: Hong Kong Monetary Authority
Division: Settlement Section
Salary: HK$ 11,200 per month
Benefits: Medical and dental benefits
No. of vacancy: 1
Duration of placement: 13 months (3 June 2024 - 30 June 2025)
Deadline for application: 18 February 2024
Interview period: February - April 2024
Application method: Apply online
[https://erecruit.hkma.gov.hk/E_Job_Detail.php?RefNo=S00011543-1A&JobSourceType=U&SourceType=60&JobSource=43]

Duties:

• To assist in system support for the major systems used in the Settlement Section such as:
  ➢ internal and external trades processing and settlement systems;
  ➢ Real Time Gross Settlement Systems;
  ➢ SWIFT;
  ➢ IntelliMatch system for account reconciliations; and
  ➢ Trade Confirmation Matching System, etc.

  The system related tasks include:
  ➢ Systems maintenance tasks such as data input, verification, filing, housekeeping exercise etc.
  ➢ Daily and monthly reconciliation operations
  ➢ User acceptance testing in relation to periodic system software upgrades
  ➢ Systems connectivity test in contingency drills
  ➢ IT-related administrative tasks such as maintenance of system performance and outage statistics, processing of user profile update record, arrange equipment for meeting and presentation etc.
  ➢ Other IT related works arising from system enhancement projects

• To assist in the preparation of Management Information System reports and monthly statistic reports.
Requirements:

- University student majoring in Information Technology stream;
- Well versed with Microsoft Word, Excel and Powerpoint;
- Knowledge and experience in VBA programming using Excel preferred;
- Good oral and written communication skill;
- Ability to manage multiple tasks and work under pressure;
- Self-motivated, well-organized and able to work independently; and
- Diligent and attentive to details