

Imperial Enterprises Holdings Limited

Quality Control Intern

Responsibilities

- Assist in monitoring material quality, in-process quality assurance, pest control and outgoing inspection
- Assist the documentation and implementation of Quality Management System
- Assist in following up and reporting quality complaint
- Assist in communicating with internal parties to identify the quality issues
- Assist in identifying and correct on-going quality problem through analysis and subsequent recommendations
- Participate in various ad-hoc projects as assigned

Requirements

- Higher Diploma or above in Food & Nutritional Science or equivalent
- Good knowledge of safety standards (ISO22000/ HACCP/ GMP) and QC requirements is advantageous
- Good communication, organization and analytical skills
- Good command in spoken and written English and Chinese
- Computer literacy in MS Word, Excel, PowerPoint and Chinese Word Processing.
- Positive and hardworking
- Internship period: June - August 2018

Interested parties please send your full resume with availability date to Human Resources & Administration Department: Block A, 12/F, Kong Nam Industrial Building, 603-609 Castle Peak Road, Tsuen Wan, N.T. or via email to recruitment@ieh.com.hk. For more detail, please visit <http://ieh.com.hk/>

(We are equal opportunity employer and welcome applicants from all qualified candidates. Personal data collected will be treated in strictest confidence and handled confidentially by authorized personnel for recruitment related purposes. Applicants not hearing from us within six weeks from the date of advertisement may consider their application unsuccessful.)

Human Resources and Administration Intern

Responsibilities

- Assist in performing all round HR functions
- Maintain complete, up-to-date, accurate HR records
- Provide support in general office administration duties
- Assist in greeting all incoming guests in a professional and courteous manner
- Participate in various ad-hoc projects as assigned

Requirements

- Year 3 or Year 4 student major in Human Resources Management or related disciplines
- Self-motivated, well-organized, attentive to details and possess a service-oriented attitude
- Ability to work in a fast-paced environment
- Basic Knowledge in Hong Kong Employment Ordinance and employment related legislations
- Interested in developing career in Human Resources and Administration Industry
- Strong computer literacy in Microsoft Office applications, especially in Excel function and Chinese Word Processing
- Good command of written and spoken English and Chinese
- Good communications and interpersonal skills and problem-solving skills

Interested parties please send your full resume with availability date to Human Resources & Administration Department: Block A, 12/F, Kong Nam Industrial Building, 603-609 Castle Peak Road, Tsuen Wan, N.T. or via email to recruitment@ieh.com.hk. For more detail, please visit www.ipastry.com.hk or www.ieh.com.hk.

(We are equal opportunity employer and welcome applicants from all qualified candidates. Personal data collected will be treated in strictest confidence and handled confidentially by authorized personnel for recruitment related purposes. Applicants not hearing from us within six weeks from the date of advertisement may consider their application unsuccessful.)

Marketing Intern

Responsibilities

- Assist in providing editorial and marketing research of digital promotion platform such as Facebook, Instagram and other advertising platform
- Assist in promoting and share contents on various digital and social media channels support brand awareness, products and marketing campaigns
- Assist in copywriting include but not limited to press releases and other promotion materials
- Assist and implement all marketing promotion events
- Participate in various ad-hoc projects as assigned

Requirements

- Year 2 - 3 students in Marketing, Media, Journalism, Communication, English or related disciplines
- Familiar with social media and other digital marketing tools
- Strong written skills in Chinese and English
- Good communication skills and willing to learn
- Creative, well-organized, strong time management skills and willing to work under pressure
- Internship period: June - August 2018

Interested parties please send your full resume with availability date to Human Resources & Administration Department: Block A, 12/F, Kong Nam Industrial Building, 603-609 Castle Peak Road, Tsuen Wan, N.T. or via email to recruitment@ieh.com.hk. For more detail, please visit <http://ieh.com.hk/>

(We are equal opportunity employer and welcome applicants from all qualified candidates. Personal data collected will be treated in strictest confidence and handled confidentially by authorized personnel for recruitment related purposes. Applicants not hearing from us within six weeks from the date of advertisement may consider their application unsuccessful.)

Finance & Accounting Intern

Responsibilities

- Assist in performing all round Accounting functions
- Perform general accounting duties such as monthly statement verification, data record, purchase invoices/statements handling
- Participate in various ad-hoc projects as assigned

Requirements

- Year 3 or Year 4 student major in Accountancy or related disciplines
- Self-motivated, well-organized, attentive to details and possess a service-oriented attitude
- Ability to work in a fast-paced environment
- Interested in developing career in Finance/Accounting Industry
- Strong computer literacy in Microsoft Office applications, especially in Excel function and Chinese Word Processing
- Good command of written and spoken English and Chinese
- Good communications and interpersonal skills and problem-solving skills

Interested parties please send your full resume with availability date to Human Resources & Administration Department: Block A, 12/F, Kong Nam Industrial Building, 603-609 Castle Peak Road, Tsuen Wan, N.T. or via email to recruitment@ieh.com.hk. For more detail, please visit www.ipastry.com.hk or www.ieh.com.hk.

(We are equal opportunity employer and welcome applicants from all qualified candidates. Personal data collected will be treated in strictest confidence and handled confidentially by authorized personnel for recruitment related purposes. Applicants not hearing from us within six weeks from the date of advertisement may consider their application unsuccessful.)

Finance Intern

Responsibilities

- Assist in performing all round Accounting functions
- Perform general accounting duties such as monthly statement verification, data record, purchase invoices/statements handling
- Participate in various ad-hoc projects as assigned

Requirements

- Year 3 or Year 4 student major in Accountancy or related disciplines
- Self-motivated, well-organized, attentive to details and possess a service-oriented attitude
- Ability to work in a fast-paced environment
- Interested in developing career in Finance/Accounting Industry
- Strong computer literacy in Microsoft Office applications, especially in Excel function and Chinese Word Processing
- Good command of written and spoken English and Chinese
- Good communications and interpersonal skills and problem-solving skills

Interested parties please send your full resume with availability date to Human Resources & Administration Department: Block A, 12/F, Kong Nam Industrial Building, 603-609 Castle Peak Road, Tsuen Wan, N.T. or via email to recruitment@ieh.com.hk. For more detail, please visit www.ipastry.com.hk or www.ieh.com.hk.

(We are equal opportunity employer and welcome applicants from all qualified candidates. Personal data collected will be treated in strictest confidence and handled confidentially by authorized personnel for recruitment related purposes. Applicants not hearing from us within six weeks from the date of advertisement may consider their application unsuccessful.)