

BEAM

建築環保評估協會

*Internship  
Programme*

*Swipe for Details!!*





We need you in...

# Technical Checking / Technical Services Dept.

## Duty

- Update the database
- Co-ordinate meetings and consolidate reports
- Assists in preparing comment / report / PPT slides for meetings
- Conduct administrative works for meetings and enquiries
- Handle ad-hoc duties as assigned

## Qualification

(Preferred Major of Study)

- Built Environment;
- Building Services Engineering ;
- Mechanical Engineering;
- Energy Science & Engineering;
- Environmental Science and Engineering Sustainability;
- Architectural Engineering

## Duration

- 3 Months
- Prefer Jun - Aug 2022

## Frequency

- Monday to Friday

## Work Mode

- Physical presence in office ;or
- Work from home

## Special skills/ Requirements

- MS Office  
(i.e. Word, Excel, Powerpoint)
- Chinese word processing

## No. of vacancy

- 2

Application Details





# APPLICATION

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send your cv to  
[hr@beamsociety.org.hk](mailto:hr@beamsociety.org.hk)

Application Deadline:  
**March 31, 2022**

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Enquiry:  
3610 5780 (Ms. Lucia Lam)

\*Current Year 3 or 4 undergraduate students are preferred