

The Property Management Services Authority (PMSA) is the statutory body established under the Property Management Services Ordinance (Cap 626) and is tasked to regulate and promote the development of the property management industry. For further details about the PMSA, please visit website at www.pmsa.org.hk.

Applications are invited for the following position:

Summer Intern (Complaints and Enforcement) (Ref. No.: PMSA-INTERN(CE)-16/25)

Responsibilities

Reporting to the Senior Officer (Complaints & Enforcement), the appointee will be required to:

- handle telephone enquiries for enforcement related issues;
- provide administrative support for the Complaints and Enforcement Division;
- assist in preparing case reports and statistical reports etc.;
- conduct research projects on property management issues; and
- undertake ad-hoc tasks (including outside work) as assigned from time to time.

Requirements

- Permanent residents of the HKSAR;
- Complete Year 2 or Year 3 of full-time undergraduate degree in any disciplines;
- Keen interest in developing a career in law enforcement, statutory organizations and regulatory bodies;
- Proficient in various MS applications and Chinese Word Processing;
- A good team player with strong sense of responsibility, good interpersonal skills and problem-solving abilities; and
- Good command of written Chinese and English, and be able to speak fluent Cantonese and English.

Salary

HK\$11,200 per month

Terms of Appointment

The successful candidate will be offered a fixed-term employment contract spanning 2 to 3 months, with exact dates to be mutually agreed upon within the period of June to August 2025.

Application Procedure

Please email your resume and cover letter to hr@pmsa.org.hk by **16 May 2025**. Shortlisted candidates will be contacted for interviews.

The PMSA is an equal opportunity employer and welcomes applications from all qualified individuals.

All applications will be treated with strict confidentiality. Personal data collected will be used solely for recruitment purposes.

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The Property Management Services Authority (PMSA) is the statutory body established under the Property Management Services Ordinance (Cap 626) and is tasked to regulate and promote the development of the property management industry. The PMSA is seeking a motivated and creative Summer Intern to join our Corporate Communications team. This is a full-time temporary position offering hands-on experience in strategic communications, media relations, and stakeholder engagement.

Summer Intern (Corporate Communications) (Ref. No.: PMSA-INTERN(CC)-17/25)

Responsibilities

Reporting to Assistant Manager (Corporate Communications), the appointee will be required to:

- Assist in planning and executing communication campaigns and activities;
- Support creation of corporate collaterals, promotional materials, and digital content;
- Maintain and update stakeholder databases;
- Prepare media reports and employee communications;
- Provide administrative support to the team; and
- Assist with ad-hoc tasks as assigned.

Requirements

- Currently undergraduate/graduate student in Communications, Journalism, Public Relations, Marketing or related field;
- Excellent writing and interpersonal skills;
- Proficiency in Microsoft Office. Basic knowledge of design tools (Canva/Adobe Creative Suite) preferred; and
- Strong organisational abilities, proactive and eager to learn.

Salary

HK\$11,200 per month

Terms of Appointment

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Applications are invited for the following position:

Summer Intern (Licensing) (Ref. No.: PMSA-INTERN(Lic)-18/25)

Responsibilities

Reporting to the Senior Officer (Licensing), the appointee will be required to:

- Assist in maintaining the accuracy of the licence application data, including data entry, documents scanning and uploading;
- liaise and follow up with respective applicants on new licence and renewal licence applications;
- maintain the licence application filing system;
- provide clerical support to the Licensing Division during the licensing application process; and
- undertake ad-hoc tasks as assigned from time to time.

Requirements

- Permanent residents of the HKSAR;
- Complete Year 2 or Year 3 of full-time undergraduate degree in any discipline;
- Familiar in property management / real estate market in HK is preferred;
- Proficient in various MS applications and Chinese Word Processing;
- A good team player with strong sense of responsibility, good interpersonal skills and problem-solving abilities; and
- Good command of written Chinese and English, and be able to speak fluent Cantonese and English.

Salary

HK\$11,200 per month

Terms of Appointment

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The Property Management Services Authority (PMSA) is the statutory body established under the Property Management Services Ordinance (Cap 626) and is tasked to regulate and promote the development of the property management industry. The PMSA is seeking a motivated and creative Summer Intern to join our Professional Development team. This is a full-time temporary position offering hands-on experience in professional development and training initiatives in the property management industry.

Summer Intern (Professional Development) (Ref. No.: PMSA-INTERN(PD)-19/25)

Responsibilities

Reporting to the Manager (Professional Development), the appointee will be required to:

- assist in the implementation of the PMSA Continuing Professional Development (CPD) Scheme requiring mandatory participation of licensees;
- assist in organising CPD activities and courses for the property management industry;
- assist licensees in creating accounts in the CPD system;
- provide administrative support to the team; and
- undertake ad-hoc tasks as assigned from time to time.

Requirements

- Currently undergraduate/graduate in Business Administration, Education, Training, Property Management or related field;
- Excellent writing and interpersonal skills;
- Proficiency in Microsoft Office. Basic knowledge of design tools (Canva/Adobe Creative Suite) preferred; and
- Strong organisational abilities, proactive and eager to learn.

Salary

HK\$11,200 per month

Terms of Appointment

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The Property Management Services Authority (PMSA) is the statutory body established under the Property Management Services Ordinance (Cap 626) and is tasked to regulate and promote the development of the property management industry. The PMSA is seeking a motivated and creative Summer Intern to join the Special Project team. This is a full-time temporary position offering hands-on experience in data management, research, and project coordination within the property management sector.

Summer Intern (Special Project)

(Ref. No.: PMSA-INTERN(SP)-20/25)

Responsibilities

Reporting to the Project Specialist, the appointee will be required to:

- Assist in data analysis and report creation;
- Transfer data from hard copy to a digital database;
- Review data for deficiencies or errors and make any necessary corrections;
- Conduct research on residential properties, including property composition and characteristics, number of buildings and units, ownership structures and management arrangements;
- Provide administrative support to the team; and
- Undertake ad-hoc tasks as assigned.

Requirements

- Currently undergraduate/graduate student in Property/Real Estate Management, Building Surveying, Business Administration, Data Science/Analytics, or related field;
- Proficiency in Microsoft Office;
- Strong analytical, organisational, and communication skills;
- Proactive, detail-oriented, and able to work independently;
- Good command of written and spoken English and Chinese (Cantonese preferred); and
- Prior internship or academic projects related to property management, real estate, or data analysis is an advantage.

Salary

HK\$11,200 per month

Terms of Appointment

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