

Summer Internship in June - August 2025

1	Company Name:	Urban Property Management Limited
2	Hiring Position:	Summer Trainee
3	No. of Vacancies:	5
4	Target Course Programmes:	Human Resources Management / Business Administration / Marketing/ General Management / Real Estate & Property Management / Sports & Recreation Management / Building Engineering & Surveying or related programmes
5	Target Year of Students:	Year 2-3
6	Placement Period:	June - August 2025
7	Full-time / Part-time:	Full Time
8	Job Description:	<p><u>For the summer intern who work in HR/Marketing department:</u></p> <ol style="list-style-type: none"> 1) Provide administrative & clerical supports to HR department 2) To maintain & administer updated e-leave record 3) To check the staff allowance claim forms 4) To consolidate & prepare staff cards 5) Handle ad hoc assignments and other duties as required <p><u>For the summer intern who work in Estate department:</u></p> <ol style="list-style-type: none"> 1) Provide administrative & clerical supports to estate management office 2) Establish and maintain good relationship with customers 3) Handle ad hoc assignments and other duties as required
9	Job Requirements:	<ol style="list-style-type: none"> 1) Independent, flexible, attentive to details 2) Excellent interpersonal and communication skills 3) Proficiency in English, Cantonese and Mandarin 4) Computer Literacy in MS office - Word, Excel, Powerpoint and Chinese Word processing
10	Official Working Hour:	<p><u>For the summer intern who work in HR/Marketing department:</u></p> <p>Monday to Friday (08:45-18:00)</p> <p><u>For the summer intern who work in Estate department:</u></p> <p>Monday to Friday (09:00-18:00)</p>
11	Salary per student (per month):	<p>Bachelor Degree: \$10,000 /month</p> <p>Non-Bachelor Degree: \$9,000 /month</p>
12	Application Deadline:	30/6/2025
13	Contact Person Name:	Ms. Daisy Kam
14	Contact Person Job Title:	Senior Officer - Human Capital & Training
15	Contact Person Email:	daisy.ht.kam@urban.com.hk
16	Contact Person Telephone No.:	2626 7709
17	Application method:	Please send email with CV directly to daisy.ht.kam@urban.com.hk