

Management Trainee

Job Description

Responsible for working alongside superior and accepting delegated responsibilities and duties with the goal of eventually becoming a staff at a senior level at or above Director's grade.

Primary responsibilities

- Work with other superiors to plan and direct the work of the organization.
- Help set policies when necessary.
- Evaluate work output.
- Receive and feedback to instruction in areas related to different work experience.
- Attend trainings, watch guest speakers, and create projects, oral presentations, and take tests when necessary.
- Work in different departments to gain perspectives.
- Handle established assignments to gain familiarity.
- Adhere to guidelines from the Company
- Attend periodic evaluations.
- Achieve a passing score in the evaluation of all areas of the management training programs in order to continue in the program.
- Identify issues and recommend proactive or remedial action to manage business situations.
- Report work activities to superiors.
- Work with and through management to develop and implement actions that protect company assets and profitability.

Requirements

- University graduate with good honors.
- Good planning, organizing and communication ability
- Good working attitude with self-motivation and team spirit
- Able to work under pressure and tight time frame
- Able to develop good working relationship with others

Interested students should send their application by email to hr@cebi.com.hk

Application Deadline : 15 February 2018