

Trainee – Estate Management

Overview

We offer Trainee programme for our Estate Management division aims at developing talent to take up managerial position within the division. You will receive intensive on-the-job and management training that involves attachment to various functions within the Estate Management division in order to gain an understanding of all aspects of the business.

The Programme

The 2-year program is specially designed for all recent university graduates. Suitable candidates will be offered a structured career development program covering:

Induction course: You will be given an overview of our estate management operation which helps you understand the background of the division and become familiar with different functions operation.

On-the-job learning: You will be assigned to rotate to different functions in order to learn about the division's operation and broaden your understanding of our business. Depending on the company's requirements and your work performance, such postings may last for 1 to 2 years.

Career development: Department supervisors will provide feedback on performance to help you to identify your strengths and potential for future career development.

Depending on individual performance, development opportunities and further advancement to supervisory positions will be available for trainees with outstanding performances and capabilities to progress further along their career ladder.

The Candidate

- Degree holder in Real Estate, Property Management, Hospitality, or related disciplines
- Excellent command of both spoken and written English and Chinese
- Well organized, dedicated and eager to learn
- Presentable with good communication, interpersonal and problem solving skills
- Experience in property related industry will be an advantage

Application Submission

Please send your full resume to recruit@wingtaiproperties.com

Application Deadline

June 15, 2018

Trainee – Properties Division

Overview

We offer Trainee programme for our Estate Management division aims at developing talent to take up managerial position within the division. You will receive intensive on-the-job and management training that involves attachment to various functions within the Estate Management division in order to gain an understanding of all aspects of the business.

The Programme

The 2-year program is specially designed for all recent university graduates. Suitable candidates will be offered a structured career development program covering:

Induction course: You will be given an overview of our estate management operation which helps you understand the background of the division and become familiar with different functions operation.

On-the-job learning: You will be assigned to rotate to different functions in order to learn about the division's operation and broaden your understanding of our business. Depending on the company's requirements and your work performance, such postings may last for 1 to 2 years.

Career development: Department supervisors will provide feedback on performance to help you to identify your strengths and potential for future career development.

Depending on individual performance, development opportunities and further advancement to supervisory positions will be available for trainees with outstanding performances and capabilities to progress further along their career ladder.

The Candidate

- Degree holder in Real Estate / Construction or related disciplines
- Excellent command of both spoken and written English and Chinese
- Well organized, dedicated and eager to learn
- Presentable with good communication, interpersonal and problem solving skills
- Experience in property related industry will be an advantage

Application Submission

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Application Deadline

June 15, 2018

Summer Internship (2018 Intake)

Overview

It is never too early to start planning a successful future. Our 6-week Summer Internship Program is an intensive learning and development experience offering undergraduates the opportunity to gain exposure to property / hotel development and management and knowledge of operations through practical work and training.

The Programme

Induction course: You will be given an overview of our core business and departmental operations through meetings and site visits.

On-the-job learning: You will be assigned to different departments for attachment working on assignments and projects under the coaching of department supervisors. You will also meet with our senior executives at arranged talks.

Performance evaluation & Career development: Department supervisors will provide feedback on performance to help you to identify your strengths and potential for future career development.

Interns with outstanding performance in the internship programme may have an opportunity to be invited to apply for the post of Management Trainee upon their graduation.

The Candidate

- Final year university students studying (i) Real Estate / Construction or related (ii) General Business who will graduate in 2017 Summer desiring to become our Management Trainees upon graduation
- Mature, self-motivated, hardworking and willing to learn
- Energetic and outgoing
- Good interpersonal and communication skills
- Excellent command of written and spoken English, Chinese and Mandarin
- Proficiency in Microsoft Word, Excel, PowerPoint and Chinese Word Processing

Application Submission

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Application Deadline

June 15, 2018

Accounting Assistant

Responsibilities:

- Handle full set of accounts including AR and AP function
- Assist in report preparation on daily and monthly basis
- Maintain effective fixed assets systems
- Perform ad-hoc assignments

Requirements:

- University degree in Finance / Accounting or related discipline
- Proficiency in using MS Word, Excel and with knowledge in SUN Accounting system will be an advantage
- Fluency in written and spoken English and Chinese
- Detail minded, proactive and hardworking

Application Submission

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Application Deadline

June 15, 2018

Residents Relations Officer (Part Time)

Responsibilities:

- Handle residents' enquiries
- Greet residents at the lobby and to handle some daily management operation
- Provide assistance to the clubhouse operation

Requirements:

- Working experience in property management / hotel management field is an advantage
- Pleasant personality with good interpersonal skill
- Mature, well-organized, self-motivated, initiative, responsible and able to work under pressure
- Good PC skills (MS. Word / MS. Excel)
- Good command of written and spoken Chinese and English

Work Location:

- Hong Kong Island (Causeway Bay / Mid-Level West)

Research & Development Assistant (Part Time)

Responsibility:

- Assist in conducting researches to support sales, land acquisition and investment activities
- Assist in analyzing market sales
- Maintain database and filing systems for regular management reporting and specific projects
- Assist in conducting land search, company search and building plans search for valuation reports and land administrative works
- Provide administrative support, e.g. organizing records of practice notes, guidelines, legislations from the Government and sales brochures from different projects

Requirements:

- Year 3 or Final year university students studying Real Estate / Surveying Working
- Strong in Microsoft Word, Excel, PowerPoint and Chinese Word Processing
- Mature, self-motivated, hardworking and willing to learn; energetic and outgoing; good interpersonal and communication