Trainee

Objective of the Program

This Trainee Programme aims to develop young talents with strong potential to become a future business leader in the Properties division of the Wing Tai Properties Ltd.

The intensive and comprehensive programme will provide the trainee with the opportunity to develop the skills and professional expertise necessary to establish a solid foundation for developing a successful career within Properties division.

They will obtain a thorough understanding about the property industry, company culture, the Group's core business and the operations of different departments.

The programme prepares the trainee to anticipate and solve complex problems, manage projects, build people network, and meet the continuous challenges in the real estate and property development industry.

Program Overview

Our Trainee Programme is 18 months in duration. During that time, each Trainee will:

- Rotate through major business functions for on-the-job training
- Go through a customized training curriculum in specific business, management and personal development areas
- Receive executive coaching from a management executive for ongoing professional and personal career guidance
- Demonstrate his/her potential and capability by undertaking various projects and delivering regular presentations/recommendations to the management,

The customized training curriculum and project presentations will strengthen their professional development and business acumen.
Career Path

Upon completion of the Program and subject to individual interest and performance, the Trainee would be expected to move along this career ladder.

The Ideal Candidate

- University graduate studying in Real Estate / Construction or related disciplines. Those with less than 1 years' working experience will also be considered.
- Passionate for a long-term career development in the property industry
- Enjoy job rotations to different business functions within the division
- Strong people and leadership skills with excellent analytical thinking
- Well organized, dedicated and eager to learn
- Excellent communication skills with proficiency in English, Cantonese and Putonghua
Throughout the program, Trainee can acquire cross-functional knowledge and skills and learn advanced management concepts and strategic thinking. Top Management of Wing Tai Properties, Senior Executives from different departments and Human Resources pilots will offer strong guidance and coaching to Trainees, facilitating their learning and bringing their potential into full play.

<table>
<thead>
<tr>
<th>Corporate Orientation</th>
<th>2 weeks</th>
<th>Familiar WTP’s VMV &amp; Culture</th>
<th>Associate Director - HR</th>
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<tr>
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<tr>
<td>Research &amp; Development</td>
<td>6 months</td>
<td>Get in-depth understanding on the strategies and operation of R&amp;D functions</td>
<td>Director - R&amp;D</td>
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<tr>
<td>Sales</td>
<td>6 months</td>
<td>Experience the sales operations and get sales business exposure</td>
<td>Director - Sales</td>
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<td>Property Management</td>
<td>6 months</td>
<td>Experience the frontline operations</td>
<td>Director - Estate Mgmt.</td>
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<td>Placement</td>
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Asst. Sales Officer / Sales Officer

Responsibilities:

- Conduct comprehensive market research and analysis on property market
- Collect and process quantitative and qualitative data to analyze and study the trend of property market
- Develop data mining for property industry to prepare reports and proposals to management
- Provide daily market research support to the team and prepare coherent presentations
- Assist in ad-hoc projects as assigned

Requirements:

- Degree Holder in real estate, economics, statistics or related disciplines
- Fresh graduate or 1 year working experience in property developer
- Proficient in Microsoft office applications (MS Word, Excel, PowerPoint)
- Good communication, analytical and presentation skills
- Good command of both written and spoken English and Cantonese
- Candidate with more experience will be considered as Sales Officer

Asst. Marketing Officer / Marketing Officer

Responsibilities:

- Coordinate and execute marketing programs including advertising, promotional & public relations events.
- Support the production of sales brochures and marketing collateral materials
- Plan and execute effective publicity program for press conference and events, including rundown, press release write-up, speech, Q&A, venue set-up / production, coverage monitoring, handle press enquiries and manage press relations to enhance the rapport with media and increase company and project exposure.
- Update marketing budget, prepare appropriate reports and manage expenditure payments
- Monitor new project launch and related marketing and PR activities in a systematic manner

Requirements:

- Degree holder in Marketing, Communications or related discipline
- Minimum 3 years’ relevant experiences, preferably with 1-2 years experiences in property developer or marketing advertising agencies
- Initiative, detail-minded and a good team player
- Good communication and interpersonal skills
- Proficiency in PC skills
- Good command of both written and spoken English and Chinese
**Assistant Accountant**

**Responsibilities:**

- Handle full set of accounts including AR and AP function
- Assist to prepare month-end closing
- Perform ad-hoc assignments

**Requirements:**

- Diploma / Degree holder in Accountancy, Finance or related discipline
- Minimum 3-5 years’ experience in accounting field
- Proficiency in using MS word, excel and with knowledge in SUN Accounting system will be an advantage
- Detail minded, proactive and hardworking

**Research & Development Assistant**

**Job Description:**

- 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:**

- Degree holder in Real Estate / Surveying or related discipline
- Preferably with 1 year relevant experiences
- Good command of written and spoken English and Chinese;
- 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