



November 2018

### **Job Description – People Intern**

#### **Purpose**

People Intern will assist the People department with a wide range of activities related to People compliance, employee engagement, employee benefits, and other projects as assigned. To provide a chance to get a closer look of how People department operates in a corporation across Asia Pacific.

#### **Responsibilities**

- Assist in implementing and administering People policies and procedures
- Support in organising company events and activities
- Help to create and manage the content on intranet and other internal platforms
- Research and present the assigned topics related to People Management
- Perform other ad-hoc duties when necessary

#### **Requirements**

- A genuine interest in People Management
- Willing to learn with a “growth mindset”
- Ability to work with different level of people
- Proficiency in oral and written English and Chinese
- Proficiency in MS Office applications such as Word, Excel and PowerPoint

#### **Internship Period**

Summer 2019

#### **Application Procedure**

Please send your updated resume with cover letter to [HKHR@rs-components.com](mailto:HKHR@rs-components.com). Only shortlisted candidates will be notified. Thank you for applying.

November 2018

### **Job Description – Data Analyst Intern**

#### **Purpose**

Data Analyst Intern will have the opportunity to gain practical knowledge and skills within a growing trading company across Asia Pacific. Intern may be assigned projects supporting Sales, Marketing, Operation and Product & Inventory functions.

#### **Responsibilities**

- Assist in using statistical approach to interpret data and generate different kind of reports based on business needs
- Support in analysing reports to identify issues and provide recommendation
- Document the process, tools and results of the statistical analysis in a research report
- Perform other ad-hoc duties when necessary

#### **Requirements**

- Student in statistics, data science or a related field
- Self-motivated and able to deliver work on time
- Great communication skills and strong analytical skills
- Proficiency in oral and written English and Chinese
- Proficiency in MS Office applications such as Word, Excel and PowerPoint

#### **Internship Period**

Summer 2019

#### **Application Procedure**

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### **Job Description – Digital Marketing Intern**

#### **Purpose**

Digital Marketing Intern will support with digital marketing activities, campaign management and operational duties.

#### **Responsibilities**

- Support the team on Search Engine Marketing, Display Advertising and Social Media Advertising
- Assist the team in planning, setting up, testing and implementing digital marketing campaigns
- Conduct research on competitors websites and analyse data

#### **Requirements**

- Some experience in digital marketing or exposure to social media is a plus
- Ability to research and write effectively about a wide variety of topics
- Good communication skills
- Passionate in digital marketing and aware of digital trends

#### **Internship Period**

Summer 2019

#### **Application Procedure**

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