

Graduate Trainee

**Start your exciting on-the-job training journey here:**

- Familiarize the business operation and procedures in 8 core business departments
- Directly mentored and coached by industry professionals
- Act as team members in different kinds of business projects
- Participate various social activities and have opportunities to organize them
- Receive training to build people management, project management, communication skills, etc

Requirements:

**The candidates we are looking for:**

- Bachelor degree from universities in Hong Kong or overseas in any discipline
- Possess no more than one year of work experience
- Keen interest in pursuing a career in Consumer Financing industry
- Well organized, diligent, initiative and willing to learn
- Passion and commitment

**What you need to have:**

- Good command of spoken & written English and Chinese
- Strong adaptability and flexibility
- Good interpersonal and analytical skills
- Self-motivated & creativity
- Passion to join with us!

e-mail: [uafrecruit@uaf.com.hk](mailto:uafrecruit@uaf.com.hk)

## **Internship - Business Department**

### Job Description

- Provide clerical support for the department;
- Handle loan documents scanning, filing and data input;
- Assist in processing consumer loan online application;
- Assist in ad hoc task and assignment.

### Skills & Requirements

Graduation Year : 2017 - 2020

Fields of Study : Any Discipline

Minimum Education Level : High Diploma/ Associate Degree

Required Level of Work Experience : None

Undergraduate in any discipline

Good interpersonal and communication skills

Initiative, attention to details and willing to learn

Well-organized and a good team player

Good computer knowledge in MS Word and Excel

Good command in both written and spoken English and Chinese

#### Application Methods

Please send your CV and application letter via email to [christinecheng@uaf.com.hk](mailto:christinecheng@uaf.com.hk).