

HONG KONG BAPTIST UNIVERSITY
DEPARTMENT OF SOCIOLOGY

INTERNSHIP PLACEMENT REGISTRATION FORM (FOR FRESH GRADUATES)

Part I: Job Information Please ✓ or *delete as appropriate

Name of Organization: Allied Environmental Consultants Limited

Business nature: Commerce/ Industry Government Education Community/ Social Service

Position offered: Intern – ESG No. of vacancies: 1-2

Employment Period: Full Time: _____

Part Time: _____ No. of working hours/days: 3-5 days

Job nature: Human Resources Customer Service Teaching/lecturing
 Clerical work/Office support Administration/Management Insurance
 Public Relations /Advertising Scientific and research work Editorial/ Journalism
 Social/ Community service Real Estate others: Environmental Sustainability

Entry Requirements:

- Undergraduate students in business, engineering, environmental science and/or equivalent
- Good communication and interpersonal skills;
- Good command in English and Chinese; written and spoken;
- Familiarity with GRI Standards for sustainability reporting is preferred.

Job description:

- Conduct ESG benchmarking, due diligence and gap analysis
- Establish and manage tailor-made data collection system with different clients
- Translate complex materials into plain and reader-friendly language
- Prepare ESG/Sustainability report writing and report verification
- Assist in business development and pitching assignments to engage potential clients

Place of Work: Wanchai Area

Salary/ Allowance: HK\$ 7,000/per month

Part II: Application

How to apply: Email to alisonwong@aechk.com/career@aechk.com

Contact person: Ms. Alison Wong/ Ms. Yoyo Shek Tel: 2815 7028

Enquiry Email: alisonwong@aechk.com/ys@aechk.com

Closing Date for Application: 31/01/2020

REMARK: The information provided will be made publicly available on our website.