Position Description 1
The objective is to allow students to gain meaningful working experience. Interns will be given training in the major areas of the Finance Department which will enable them to get a comprehensive understanding of the Finance Department operations in a Non-Life Insurance company.

Training areas:
Finance Department: Reporting, Operations, Financial Control and Treasury/Investments

Responsibilities:
• Assist with the Receivables Management function
• Completion of finance related reconciliations
• Understand the Treasury and Investment Management functions
• Understanding of Capital Management and Solvency requirements
• Assist with the Accounts Payable function
• Intercompany balances confirmation and reconciliation
• Understanding of the finance related controls and compliance requirements
• Exposure to the PeopleSoft ERP system and related Data warehouses
• Expand knowledge of MS Excel functionality and maximize the capability for data analysis and report preparation
• Maintenance of the Finance Department technical library
• Handle ad hoc Finance Department requests as required

Position Description 2
Management Internship Objective:
The objective is to allow students to gain meaningful working experience. Interns will be exposed to the daily operation and given on-the-job training in policy administration. By the end of the internship, they should understand GPS daily operations and how we work closely with other departments such as Sales team, Claims and CS.

Responsibilities of Intern:
• Assist in collecting data, analyzing data, and present summary to management
• Project – Programs revamp, streamline the workflow

Position Description 3
The Accounting internship is intended to enable the student to gain an insight on how an accounting and finance function would work in a multinational company environment. This would allow him/her to have real life experience where s/he will be given opportunity to assist and take part in daily duties, including account receivable, account payable, bank reconciliation and month end reporting processes. By end of the internship, the student should have a good understanding and appreciation of how a finance function works in practice.

Responsibilities of Intern:
The responsibilities of the student, include but not limited to:
• Assist in data entry for account receivable, account payable
• Assist in bank reconciliation
• Assist in preparation of journal entries for petty cash
• Participate in account receivable collection meetings with sales team
• Assist in month end to help prepare schedules for month end reporting

Position Description 4
The intern will assist the project lead from the Digital Content Marketing department. On the job training will be provided via the assignment of the project. The student will be engaged in the project planning, development and execution. Activities will include analysis and reporting, desktop research, cross-team discussion & alignment, verbal & email communications and as well as tasks related to the respective project.

By the end of the internship, the student will have a good understanding of the followings:
• Business operation of the department
• Project management skills
• Business communications and collaborations

Responsibilities of Intern:
The student’s responsibilities includes but not limit to the followings:
• Support social channel customer engagement
• Support APAC digital content initiatives to improve online digital interaction and customer education
• Support search project to drive better brand awareness and business
• Support any other digital content initiative as necessary
• Assist in editorial planning, sourcing and developing appropriate posts on the company’s APAC owned Facebook page
• Support a web content innovation project by conducting market and competitive research and compile analysis report & recommendations
• Assist Search project leads compile assessment reports & recommendations and execute content optimization on fedex.com to improve natural search results

Position Description 5
Interns will be exposed to the daily operation of Supply Chain Department and given on-the-job training in quotation and price control project. By the end of the internship they should understand the division of responsibilities within the department and it relates to other departments within the company.

Responsibilities of Intern:
• To involve in quotation and price control project.
• The group company operates across a vertical integrated supply chain, from raw materials cotton, yarn, fabric manufacturing to finished garment making and overseas distribution. In the processing of cross docking and direct EDI PO, we need to establish price control table v.s. quotations. This project will involve extensive communication with internal Supply Chain project team as well HK sales teams.