



Sun Hung Kai Properties Limited is a leading property developer in Hong Kong with 37,000 staff engaging in diversified businesses such as property development and investment, hotels, telecommunications, transport infrastructure & logistics and information technology. More detailed information about us could be found at our Company Website: <http://www.shkp.com>.

We are looking for high-caliber university undergraduates to fill the following vacancy:

SUMMER INTERN

Our two-month programme provides interns with exposure to SHKP's property and non-property portfolio businesses through practical work and training.

- **Orientation:** To gain a better understanding of our core business and departmental operations through seminars and site visits to various business units
- **On-the-job training:** Attachment to a department for hands-on experience working on assignments and projects under the coaching of designated buddy and department supervisors
- **Collective learning:** Interns are required to deliver a presentation at the end of internship and covering their department project and learning experience
- **Corporate Events:** Interns are invited to internal and external communications activities, included but not limited to SHKP Volunteer Team and CSR activities
- **Feedback and performance evaluation:** Department supervisors and designated buddy provide feedback on performance to help interns identify their strengths and potential for future career development

Departments and Functions:

- **Corporate Communications**
 - Support research and liaison work for news reports and assist in media relations
 - Assist in copywriting and translation of Company's publications
- **Economic & Property Research**
 - Assist in property markets and macro-economic research
 - Familiar with culture and economic development of Hong Kong and Mainland China
 - Mainland students are welcome
- **Non-Property Portfolio Businesses**
 - Assist in research projects and support business analysis for the Group's non-property business units
 - Strong business acumen and analytical skills

- **Residential Leasing**
 - Assist in handling daily leasing enquiries, marketing and tenancy matters for residential properties
 - Provide quality service to customers in various aspects, including planning & organizing guest events and designing newsletters
 - Conduct research for residential properties market
 - High level of English proficiency required and good command of Mandarin will be an advantage
 - Mainland students are welcome
- **Retail Leasing**
 - Conduct market research & analysis for shopping malls
 - Assist in preparing materials for leasing presentation
 - Provide support on lease administration and reviews
- **Shopping Mall Promotions**
 - Assist in organizing and implementing promotional & advertising events of shopping mall
 - Involve in social media management in promoting the shopping mall
 - Prepare related marketing materials and analysis
- **SHKP Club Marketing**
 - Support membership recruitment programs
 - Assist in organizing marketing activities include competition, workshops & seminars
 - Outdoor and irregular work is required

Managers from host departments, Human Resources and Training will offer interns full support to facilitate learning throughout the programme. Outstanding interns will be given direct entry to Assessment Centre of the Management Trainee selection.

For details, please visit our Summer Internship Programme website at

<http://www.shkp.com/en-US/Pages/internship-programme/>

Interested parties please apply with full resume indicating the department/ function priorities by email at hrm@shkp.com.



Sun Hung Kai Properties Limited is a leading property developer in Hong Kong with 37,000 staff. The Group's core business is the development of properties for sale and investment. More detailed information about us could be found at our Company Website: <http://www.shkp.com>.

We are looking for high-caliber fresh or recent graduates to fill the following vacancy:

GRADUATE SURVEYOR – LEASING / RESIDENTIAL SALES & MARKETING

To be our Graduate Surveyor, you should possess the following qualities:

- Bachelor's degree in Surveying or equivalent
- Good analytical skill, high initiative and attention to detail
- Keen to develop long-term career in the challenging and rewarding real estate industry
- Good communication and presentation skills
- Proven English and Chinese proficiency
- Outgoing personality and ability to learn fast
- Mainland graduates are welcome

Graduate Surveyors will be specialized in one of the following functions for long-term career development:

- **Leasing**
 - Formulate leasing and marketing strategies, tenant liaison and tenancy administration
 - Conduct market research and analyze data to compile various reports
 - Coordinate with different parties on layout planning, tenants' fitting out and refurbishment/revamping works
 - Handle tenancy-related administration
- **Residential Sales & Marketing**
 - Formulate and implement sales strategies for residential property projects
 - Prepare for project launch and implement marketing strategies
 - Carry out market research and analysis on residential property market
 - Work with business associates such as agencies, contractors and estate agents, etc to strive for successful launch of projects
 - Prepare necessary documents for the sale and purchase of properties

Graduate Surveyors will receive:

- Practical training under professional guidance to prepare for the Assessment of Professional Competence in the General Practice Division of the Hong Kong Institute of Surveyors (HKIS) with in-house qualified surveyor act as Counsellor for the scheme;
- An intensive grounding in the scope and operations of the department they are assigned to;
- Training in presentation skills, workshops, property seminars and on-the-job coaching to develop management and functional competence.

Interested parties please apply with full resume, present salary and expected salary, available date by email at hrm@shkp.com or by completing the online application form which is available at www.shkp.com. (Please mark the reference on the application letter.)

We are an equal opportunity employer and welcome applications from all qualified candidates. All personal data collected will be used for recruitment purposes only. Applicants not hearing from us within 3 months may consider their applications unsuccessful. All personal data collected will be destroyed within 24 months.