The Hongkong and Shanghai Hotels Limited - Intern

Job Title: Intern
Division: Information Technology
Internship period: 3-6 months (starting from Late July 2017 if possible; can convert to flexible schedule after school term starts)
Monthly pay: HK$5,000 (exempt MWO with the letter issued by University)
Work hour: 0900 – 1730 (Mon – Fri, 5 days work)
Work location: St. George's Building, Central
Job Rotation: NO

Job Details

Job Description:

- Help in getting On-line Data search for:
    - IT Security and Risk details
    - IT Data Breach details

- Help in setting out Security alerts with-in the Group
    - Compiling Data
    - Getting news updates in place

- Liaise with Operations on IT Security and Risk follow-up
    - Calls
    - Mails
    - Review the IT Security Assessment Reports
    And generally make sure all Monthly activities are completed

- Help in setting out IT Policy and Procedure documents
    - Research for New / update IT Policy and procedures
    - IT Security Users Training and Assessment Development

Attributes

We are looking for:
- Young self-starter
- Not afraid to "roll their sleeves up"
- Positive and wants to learn
- Needs to have PC, Excel Word and Mail experience (Desktop Savvy)
- A communicator and willing to jump on calls
- Logical thinker and understands the importance of basic: Planning and Documentation

To apply

Please send your CV to heidisfleung@peninsula.com by 23 July 2017 for application.