Internship Ref04		
Job Title	Temporary Executive Assistant/Intern (Pre-Entry Level Position)	
EMPLOYER NAME	ACCESS ALTS ASIA	
BUSINESS DESCRIPTION	We are a high-energy startup in the financial media & events space, showcasing Asia in major financial hubs around the globe. Strong learning & growth prospect for the right candidate. Report directly to CEO. Great for resumes. Full Time Positions may be offered to best candidates	
JOB DESCRIPTION	LANGUAGE	ENGLISH, CHINESE
	QUALIFICATION	UNDERGRADUATE, GRADUATE
	SKILLS	Young energetic, hardworking individual with excellent organizational skills and a strong interest in marketing, data collection in the financial market. Should have strong bilingual communication skills and phone manners. Comprehensive training will be provided however the candidate should have a keen interest in financial markets
	EXPERIENCE	0 to 1 year
JOB DETAILS	Working time	9.00 am to 6.00 pm
	Work Location	20B, Tower 5, Bel Air on the Peak, 68, Bel Air Peak Avenue, Island South, Hong Kong
	Contact: Send in your resumes at research@accessalts.com and ceo@accessalts.com with reference number	
Company website	http://www.accessalts.com/	

Data creation management Intern

(Database creation and management internship)

We are a high-energy startup in the financial media & events space based near Cyberport, Hong Kong, showcasing Asia in major financial hubs around the globe. We have done four successful events, in New York, Dubai, Washington and Shanghai.

We are looking for one data management intern to help us manage our database of clients.

Skills needed: Young, energetic person with knowledge of cleaning existing data in excel format and creating user friendly database interfaces.

Pursuing Bachelors degree of computer science and experience of VBA excel. Experience in Python and website development is valuable.

Job description: The student will be working on an existing database of contacts we have maintained over the years in an excel format. The intern will have to clean the data of duplication and unwanted errors, post which the intern will have to develop a software or a database user interface that is easy to input, maintain business cards and details with variety of drop down options. The database interface can be ideally cloud base. Once the database project is completed the intern may work on building a website for the company.

Stipend will be provided as per experience.

Timings: **9-6 pm**

Strong learning & growth prospect for the right candidate. Great for resumes.

Contact: Send in your resumes at **research@accessalts.com** and ceo@accessalts.com with reference Data management

20B, Tower 5, Bel Air on the Peak, 68, Bel Air Peak Avenue, Island South, Hong Kong

Will require the resumes immediately as the interviews will be held next week (Tuesday or Friday) during our CEO visit to Hong Kong.