



Administration and Human Resources Internship

About Africa Center Hong Kong:

Africa Center Hong Kong is a platform and creative hub that fosters value-creating interactions between African and non-African communities in Asia. Our products and services focus on bridging cultural differences and therefore fostering relations and cultural understandings between communities. We are a social enterprise that understands the need for community representations and diverse experiences thus trying to fulfil those needs through great products and services for our clients with a broader long term view and a firm emphasis on client satisfaction. We are driven by our social impact and influential practices of fostering conversations through innovation and entrepreneurship.

About you:

We are looking for talented and enthusiastic interns. This is a unique opportunity to contribute and gain insight into team growth-based activities across all areas of our strategic planning. You will be actively participating in the planning and execution of all our programs. In this internship you will have the chance to explore a broad range of activities and help in their managing and execution.

Requirements:

- Well organised and punctual
- Fluency in English required
- Motivated to learn, self-driven and open-minded

Tasks:

- Organizing and executing daily activities at the center
- Updating calendar for activities
- Co-ordinating with project managers on event organization
- Assistance at events (eg. set up, sound)
- Documentation of events
- Update and maintain employee database
- Organize team building activities
- Assist in employee monitoring
- Assist in interpreting company policies
- Responding to staff inquiries ,employee benefits and other HR issues

- Ad hoc tasks

Benefits:

- In addition to being part of a great community and the learning experience, the Africa Center Hong Kong covers meals and provides transportation subsidies to all our interns
- Our intern-graduates gain great skills that will be useful in their search for full time employment after their studies
- Recommendation Letter at the end of the internship

More details:

- Internship duration: minimum of 2 months
- Frequency: 5 days per week and available on weekends
- Please send your cover letter and curriculum vitae to africacenter.hongkong@gmail.com
- Please indicate in the email subject the position you are applying for

Contact Details:

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We look forward to your application!