

Project Outline ~ Corporate Secretarial

Project Code	CS_SUM_1	
Project Details	Internship Category	Summer
	Internship Period	June 2019 to August 2019
	Preferred Disciplines	First Preference: Communications / Marketing / Business Administration Other Preference: Social Sciences (Social Work or Sociology) / Journalism
	Project Name	CLP Shareholders' Visit Programme
	Business Objective(s)	<ul style="list-style-type: none"> To nurture young people in project management, event organization and stakeholder engagement To engage stakeholders and reinforce CLP's corporate image
	Project Descriptions	<ul style="list-style-type: none"> Provide support in the organizing and smooth conduct of Shareholders Visit (SHV) Programme Handle SHV hotline enquiries Update database and report
	Project Deliverables	<ul style="list-style-type: none"> Participation in the SHV Programme Administrative and logistics support for the Programme Customer service hotline management
	Required Skills	<ul style="list-style-type: none"> Good interpersonal and communication skills Detailed oriented Proficiency in Chinese and English languages Proficient in MS Office
Learning	<ul style="list-style-type: none"> Acquire knowledge in corporate communications Gain experience and practical skills in project management / customer service / stakeholder engagement Learn to be a good team member with people at different levels in organization 	