

Summary of Requisition for 2024 Intern / Work Experience Student

No.	BU / Department	Position	Job Duties	Working Hrs
1	Product Development	Assistant Business Analyst	<ul style="list-style-type: none"> - Perform business and data research, and identify business opportunities - Co-ordinate and liaise with different internal parties - Gather user requirements and prepare the documentation required in projects - Perform UAT and verify the testing results 	Mon - Fri: 9:00am - 6:00pm
2	News	Finance Reporter	<ul style="list-style-type: none"> - Research & reporting - Editing / Web editing - Video production / photography - Translation 	By roster
3	News	Content Editor	<ul style="list-style-type: none"> - Research & reporting - Editing / Web editing - Video production / photography - Translation 	By roster
4	BO - Adv (ET - Content)	Project Editor	<ul style="list-style-type: none"> - Editing / Web editing - Research & reporting - Script writing - Marketing & promotion - General office work 	Mon - Fri: 10:00am - 7:00pm
5	BO - Adv (ET - MS)	Intern	<ul style="list-style-type: none"> - Marketing & promotion - Customer Service - Event Helper - Outdoor work is required - General Office Work 	Mon - Fri: 9:00am - 6:00pm
6	BO - Adv (ULM - MS)	Intern	<ul style="list-style-type: none"> - Provide general support to Sales & Marketing Solution Team on events and project management - Handle clerical duties - Assist in online/ offline marketing activities and job research and other ad-hoc duties as assigned 	Mon - Fri: 9:00am - 6:00pm
7	EO - Local News	Intern	<ul style="list-style-type: none"> - Research & reporting - Web editing 	By roster
8	EO - Politics	Intern	<ul style="list-style-type: none"> - Research & reporting - Web editing 	By roster
9	EO - Property	Reporter	<ul style="list-style-type: none"> - Research & reporting - Responsibly for property related news - Outdoor work is required - On camera is required - Fluent in Cantonese, Mandarin and English 	By roster
10	iET - TOPick	Web Editor	<ul style="list-style-type: none"> - Editing / Web editing 	Mon - Fri: 9:00am - 6:00pm / 10:00am - 7:00pm