

Location	Department	Job Duties
Beijing	Indigo I - Information Technology	<ol style="list-style-type: none"> <li>1. Coordinate with IT product manager in researching business needs (Document/Survey/Report...)</li> <li>2. Explore the same products in the market (How the other projects are working for tenant, any app/mini-program )</li> <li>3. Output investigation result and prepare the research report with the market insights and related recommendations, and do a presentation to senior management</li> </ol>
Beijing	TLS - Portfolio North	<p>Task 1: support portfolio team on leasing and daily operation issues, broadly understand the commercial properties industry. Explore prospects and engage at least 6 prospects.</p> <p>Task 2: assist on the North site condition management during major upgrade construction period on daily basis, prepare reports and analysis to initiate better cross-department communication with Technical and PMT. Help tenants to solve operation issues, push for sales driving and VIC invitation incentives, outdoor installation, and creative events.</p> <p>Task 3: report on global and domestic new malls, successful VIC programme example, retail concepts targeting on North future brand mix.</p>
Chengdu	STL - Portfolio Management	<p>Task 1: Support in daily operations of Portfolio Management, such as rental proposals preparation, commercial terms negotiation, tenants shop design/opening, expiry management.</p> <p>Task 2: Conduct comprehensive studies on high-end malls and accomplish presentations on analysis results with personal input.</p> <p>Task 3: Independently conduct store inspections with prospects.</p>
Guangzhou	TKH - Business Development	<p>To collect the market sales (residential) information.</p> <p>To study the latest regulations of government.</p> <ol style="list-style-type: none"> <li>2. Feasibility study</li> </ol> <p>To conduct site inspection.</p> <p>To conduct feasibility studies for potential sites/projects, and do a presentation to senior management about the studies.</p>
Sanya	Sanya CDF Seaside Investment & Development Company - Business Development	<ol style="list-style-type: none"> <li>1. To be responsible for the comprehensive background research / analysis in relation to regional market / international trend;</li> <li>2. To be responsible for the generation of creative idea in relation to "Place Making" &amp; "Sustainable Development";</li> <li>3. To be responsible for the routine coordination work / general office duties;</li> <li>4. To be responsible for the routine leasing duties, including the preparation of leasing documents / guest hospitality / site tour;</li> <li>5. To be responsible for the office recreation activities.</li> </ol>
Shanghai	HTH - Retail Leasing	<ul style="list-style-type: none"> <li>- Directly report to our GM, helping our leasing team on some follow-up jobs on business development as assigned.</li> <li>- Assist the existing leasing team on updating the market information on BD; helping in some leasing projects' administration and coordination job.</li> <li>- Assist the direct manager in communicating and meeting with clients.</li> </ul>

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Beijing	PR & Social	<ul style="list-style-type: none"> <li>- Support for I Can Fly CSR campaign</li> <li>- Support for social campaign execution</li> <li>- Video production may be involved</li> </ul>
Beijing	Government	<ul style="list-style-type: none"> <li>- Support for the forum with CAAC</li> <li>- Support for preparing some documents, eg PPT for external parties</li> </ul>
Beijing	Revenue Growth Management	<ul style="list-style-type: none"> <li>- Support RGM to do some internal and external projects</li> <li>- Support for preparing some documents, eg PPT for internal and external communications.</li> </ul>

Chengdu	Cargo	<ul style="list-style-type: none"> <li>- Working with CTU and CKG cargo team to drive digital projects and initiatives.</li> <li>- Improve cargo customer experience from both cargo inbound and outbound perspectives.</li> <li>- Observe and shadow flight operations in CTU/TFU with passenger flights, CX freighter and AHK freighters.</li> <li>- Support Area Manager and Cargo Manager's visit to key stakeholders such as Cargo Agents, Air China Cargo, Airport Authority, as well as government stakeholders CAAC, HKETO etc</li> </ul>
Shanghai	Corporate Sales	<ul style="list-style-type: none"> <li>- Main project: Study the feasibility of CORPORATE SAF PROGRAMME ( 企业可持续航空燃料计划 ) in our market, eg: relevant policy, target customer, competitor practice, etc.</li> <li>- Other project and duties as required</li> </ul>
Shanghai	Trade Sales	<p>In post COVID-19, develop and trial new ways of cooperation with 1-2 external trade partners. Deep dive into existing data, research skills to identify opportunities as well as problem solving skills to put forward innovative proposals are expected to achieve.</p> <p>Intern is expected to utilise several tools to complete the project, such as but not limited to the below:</p> <ul style="list-style-type: none"> <li>- Surveys and interviews of external trade partners.</li> <li>- Benchmarking relevant practices with competitors.</li> <li>- Frequent meetings/fact finding with internal stakeholders.</li> <li>- Online/offline research.</li> <li>- Data and feedback analysis.</li> <li>- Report writing and presentation.</li> </ul> <p>We welcome any other new tools/ initiatives from the intern, that may add value to our teams.</p>
Shenzhen	Commercial Sales	<ul style="list-style-type: none"> <li>- Study the working process of Corp Sales Team, including lead creation, account conversion, proposal preparation, XFS filing, and ect.</li> <li>- Work with SZX Corp Sales Manager to map the journey and eliminate the chaos to optimize the procedure by SFA, not only for local corporate accounts, but also for T2 and global clients.</li> <li>- Sort out the outdated data/accounts in SFA. And generate an easy version of handbook for Corp Sales to manage customers in GBA.</li> <li>- Standardize other internal procedures in GBA Corp Team to enhance efficiency.</li> </ul>
Shenzhen	Marketing	<ul style="list-style-type: none"> <li>- Research and generate insight of GBA consumer consideration, behavior and journey, understand their pain point and trigger point of arriving departure hall early, spending time in airline lounge, especially at a ferry port.</li> <li>- Support preparation of consumer communication and marketing activities to promote ZYK lounge, including social media distribution, influencer coordination and content generation in order to activate consumer for understanding and engagement of the lounge offerings.</li> <li>- Join the opening event organizer team for the pioneering ZYK lounge, organize and coordinate with various internal and external parties for an effective event to announce the lounge opening and ensure an enjoyable journey for the guests.</li> </ul>
Shenzhen	Intermodal Customer Connectivity	<ul style="list-style-type: none"> <li>- Collaborate with internal and external parties to ensure smooth service commencement of new intermodal travel products.</li> <li>- Support to design and launch tactical campaigns to cultivate new customer behaviour, promote intermodal transit usage and attract premium segments.</li> <li>- Assist to design and conduct customer empathy interviews and survey to gather customer feedback and insights. Analyse and prepare recommendations accordingly.</li> <li>- Support the planning and execution of a success Shekou lounge opening ceremony.</li> </ul>
Xiamen	Trade Sales and Airport	<ul style="list-style-type: none"> <li>- HKG student purchasing channel/habit analysis</li> <li>- Deep diving XMN airport performance metrics (Jan-Jun23)</li> </ul>
Zhengzhou	Airport and Cargo	<ul style="list-style-type: none"> <li>- Attaching to airport services, cargo services and sales, to understand basic knowledge of airport and cargo</li> <li>- Get insight of various cargo system and work with Cargo manager to design user friendly report for staff and improve digital experience.</li> <li>- Work with AOM to improve check-in process and motivation of GHA.</li> </ul>

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Xiamen	HAECO Xiamen - Commercial	To support the Marketing, Commercial reporting on each BU
Xiamen	CRO Xiamen - Planning & Suppliers	Project: Develop a MS Office script/MS Power Automate script to auto monitor buyers' sourcing/purchase status by: '1. Auto send alert email to buyers when a task is going to be overdue or apparently cannot meet the target date. 2. Auto count the number of failures once PO failed to meet the target date. For KPI and yearend performance review.
Xiamen	Landing Gear Services – SD BI	- Attend SD-BI related event and meetings; - Lead the team to embed a sustainable development and continuous improvement culture, executing SD-BI activities and projects.

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Guangzhou	Consumer Marketing, Marketing Dept	Consumer Marketing Team: - Design brand marketing plans - Localize brand strategy and ensure proper execution of strategy - Follow-up on projects through familiarizing him/herself with basic concepts of OBPPC (Occasion, Brand, Package, Price and Channel) - Shadow frontline sales for 1-2 weeks as part of business operations familiarization
Guangzhou	Channel Marketing, Marketing Dept	Channel Marketing Team: - Plan channel marketing plans and relevant KPIs - Evaluate effectiveness of channel marketing plans through business analysis - Participate in channel marketing campaigns - Shadow frontline sales for 1-2 weeks as part of business operations familiarization
Guangzhou	Regional Marketing, Marketing Dept	Regional Marketing Team: - Execute consumer marketing plans eg. free drinks event, roadshow - Monitor execution of regional marketing campaigns - Produce customized props used in clients' sites for special promotion campaign - Shadow frontline sales for 1-2 weeks as part of business operations familiarization

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Chongqing	Group Marketing Department	Mainly responsible for design-related work : 1. Made A4 activity posters for stores; 2. Made Douyin banner; 3. Make product explosion stickers and jumping cards 4. Undertake the production of promotional materials for some stores
Chongqing	Group Marketing Department	Mainly responsible for daily operation and maintenance of Douyin, mini program and enterprise wechat 1. Store status and store account operation of Douyin 2. Mini program commodity management and store order operation 3. Maintain Douyin fan base, recruit and operate store community 4. Handle store mini programs and Douyin after-sale problems 5. Online channel user feedback collection (public account, enterprise micro, video account, small program)