



Project WeCan
「學校起動」計劃



「職」出前路，我做得到！
Shape Our Future: WeCan!

2023/24

生涯規劃日

CAREER EXPLORATION DAY

27 / 1 / 2024

贊助單位
Sponsored by



協辦單位
Co-organiser



Project *WeCan*

Launched in 2011, Project *WeCan* is a **Business-in-Community** initiative providing students who are disadvantaged in learning with opportunities and care to empower them for pursuing higher studies and future careers.

Using an 'adopt a school' model, each school is coupled with a partner in a multi-year collaboration for providing financial and volunteer support. Project *WeCan* also organised a variety of joint-school programmes for all participating schools to facilitate learning and exchange.

In 2023/24, there are over 70 partners in the *WeCan* network, serving 93,000 students of the 82 schools.



WeCan Partners



Shape Our Future: *WeCan!*

Career Exploration Day

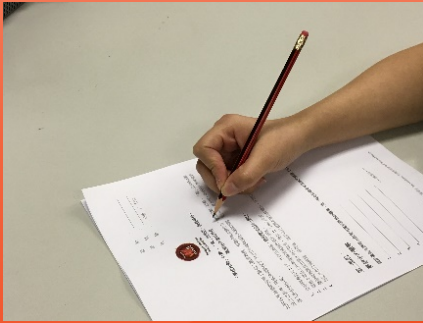
To inspire students to plan for their future, Shape Our Future: *WeCan!* Career Exploration Day was launched in 2015/16 school year, providing students with a comprehensive and one-stop-shop career planning programme to help them understand their own strengths and explore different career options.

Students would first complete a career interest assessment to understand their own personality and career aspirations. Through joining the highlight activity job tasters on the programme day, students can learn about the responsibilities and required skills of different jobs through workplace simulation. Activities such as career interest games and sharing of information about further education and career opportunities are also provided for students to understand various industries and the diverse development opportunities lying ahead of them.

This year marks the 9th edition of Career Exploration Day. A diverse array of career-related activities will be provided for around 7,500 secondary school students from 82 schools. Parents workshops and job tasters for teachers are also arranged to facilitate the school on their long-term career planning programmes.



Features of Career Exploration Day



Career Interest Assessment



Job Tasters



Career Interest Games



Information Booths



Workshops / Talks



Parents' Workshops

Programme Rundown

Date: 27 January 2024 (Saturday)

Venue: IVE (Sha Tin)

Morning Session

09:00 →	10:00-10:45 ↓	11:00-11:45 ↓	12:45
09:00 – 12:45	Kick-off Ceremony Hall – Sports Complex Ceremony Rundown <ul style="list-style-type: none"> ◆ Performance by the brass band of Hong Kong Sea School ◆ Opening Speech by Mr Stephen Ng, Committee Chairman of Project <i>WeCan</i> Foundation ◆ Speech by The Hon TANG Ping-keung, GBS, PDSM, JP, Secretary for Security ◆ Kick-off ceremony by officiating guests ◆ Group photos 	Parents' Workshop Room 401	
Job Tasters Classrooms			
Talks & Workshops Classrooms & Hall – Sports Complex			
Information Booths Garden			
Career Interest Game Annex Hall			
	Teachers' Job Tasters Classrooms 107A, 438		

Afternoon Session

14:00 →	14:00-14:45 ↓	15:00-15:45 ↓	17:45
14:00-17:45	Parents' Workshop Room 401	Teachers' Job Tasters Classrooms 107A, 438	
Job Tasters Classrooms			
Talks & Workshops Classrooms & Hall – Sports Complex			
Information Booths Garden			
Career Interest Game Annex Hall			

Start Your Career Planning Journey

Career planning is a lifelong process. Reviewing one's career plan would be helpful for achieving personal goals in different stages of life. As a student, you can develop a personal action plan starting from understanding yourself, planning personal development and setting goals, so that you can make education or vocational choices that match your interests, abilities and direction of development. While implementing your action plan, continued self-reflection is necessary for adjusting the pace and resetting the goals.



Discover your Career Interest Types

According to John Holland's Theory of Career Choice, career interests can be divided into 6 types, as well as the job natures and working environment – Realistic, Investigative, Artistic, Social, Enterprising and Conventional. If your personality, ability, strengths, knowledge and skills match with your job, you would be able to work efficiently and more devoted.

After completing the Career Interests Assessment, you may realise that most people fit in two or three career interest types. The same applies to the nature and working environment of most job positions. Therefore, most of us are capable of working in more than one specific industry. Remember not to limit yourself in career choices and personal growth at an early stage.

Realistic

Job Nature

- Prefers more practical tasks instead of engaging in conceptual tasks
- Enjoys operating equipment, tools or machines

Personality Traits

- Follows rules and regulations
- Genuine
- Straightforward
- Perseverance

Job Tasters

- | | |
|---------------------|------|
| • Electrical Worker | P.18 |
| • Room Attendant | P.19 |
| • Coxswain Trainee | P.20 |
| • BIM Modeller | P.21 |
| • Racing Trainee | P.22 |
| • Florist | P.23 |

Investigative

Job Nature

- Enjoys discovery and data analysis, good at math and scientific research
- Does not prefer leadership, salesmanship and tasks that require lobbying

Personality Traits

- Thinks analytically
- Scientifically minded
- Values logic and rationality
- Cautious
- Curious

Job Tasters

- | | |
|---|------|
| • Junior Data Analyst | P.24 |
| • Product Development and Quality Assurance Officer | P.25 |
| • Medical Laboratory Assistant | P.26 |
| • Building Services Engineer | P.27 |
| • Nutritionist | P.28 |
| • Programmer | P.29 |

Artistic

Job Nature

- Strong in works that require creativity, artistic sense or self-expression
- Does not prefer disciplinary and repetitive roles

Personality Traits

- Creative
- Intuitive
- Unconstrained
- Strong in aesthetic appreciation
- Open-minded

Job Tasters

- Architectural Assistant P.30
- Upcycled Art Designer P.31
- Graphic Designer P.32
- Make-up Artist P.33
- Fashion Designer P.34
- Illustrator P.35

Social

Job Nature

- Enjoys tasks that require making connections, communicating with people and helping others
- Does not prefer to use tools and machinery

Personality Traits

- Kind-hearted
- Helpful
- Strong in leadership
- Patient
- Empathetic

Job Tasters

- Customer Service Ambassador P.36
- Hotel Concierge P.37
- Registered Nurse P.38
- Police Constable P.39
- Kindergarten Teacher / Child Care Worker / Special Child Care Worker P.40
- Physiotherapist Assistant P.41
- Social Worker P.42

Enterprising

Job Nature

- Enjoys roles that require public speaking, planning, organising, leadership and resources control
- Likes designing schemes, administration and professional jobs

Personality Traits

- Adventurous
- Confident
- Sociable
- Extroverted and Energetic
- Optimistic

Job Tasters

- Estate Agent P.43
- Sales Executive P.44
- Digital Marketing Officer P.45
- Gym Trainer P.46
- Wagashi Designer P.47

Conventional

Job Nature

- Likes to work orderly, enjoys planning, data or record related tasks
- Prefers to work under clear instructions

Personality Traits

- Cautious
- Systematic
- Follows instructions and procedures

Job Tasters

- Yard Planner P.48
- Customer Service Assistant / Club Assistant P.49
- Audit Junior P.50
- Customer Services Officer P.51
- Customer Services Officer P.52
- Translation Technologist P.53
- Property Officer Trainee P.54
- Human Resources Assistant P.55
- Chinese Medicine Clinic Assistant P.56
- Assistant School Clerical Officer P.57

Get Ready for the Workplace

Besides Job Tasters, there are talks, workshops, career interest games and information booth for you to learn more about different industries, and acquire the knowledge and information needed for joining the workforce.

Career-ready Talks

Topic	Organisation	Time & Room number
AI and the Future of Work	KPMG	09:00 – 09:45 (029) 10:00 – 10:45 (118A)
Communication Ninja	BNP Paribas	09:00 – 09:45 (030)
Employment Trends and Opportunities in Greater Bay Area	Hays Hong Kong	09:00 – 09:45 (118A - B)
Job Search Made Easy	OCBC Hong Kong	11:00 – 11:45 (Hall)
Know Your Rights as an Employee	M.B. KEMP LLP	12:00 – 12:45 (Hall) 14:00 – 14:45 (Hall)
Interviewing Skills You Need To Know	Centaline Property Agency Limited	15:00 – 15:45 (Hall)
The Impact of AI in the Job Market	The Institute of Artificial Intelligence	16:00 – 16:45 (Hall)
Be Smart in the Digital Banking Era	Citi Hong Kong	17:00 – 17:45 (Hall)

Job Hunting 101 Workshops

Topic	Organisation	Time & Room number
Financial Planning for Beginners	DBS Bank (Hong Kong)	09:00 – 11:45 (104)
Be a Job Hunter Pro	Savills Services Group	09:00 – 09:45 (207A - B) 10:00 – 12:45 (029)
Maximizing Your Job Search Potential	Harbour City	09:00 – 09:45 (130) 10:00 – 17:45 (030)
Empower You to be Aviation Experts	Hong Kong International Aviation Academy	14:00 – 17:45 (029)

Career Interest Game — Annex Hall

Deepen your understanding on career interest types through games hosted by YWCA

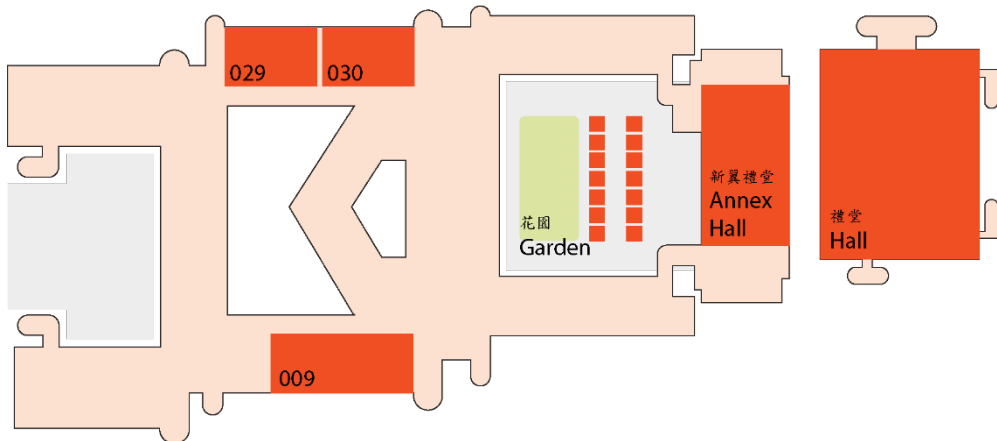
Information Booth — Garden

Learn more about further education and career development opportunities from different organisations and *WeCan* scholars

- Centaline Property Agency Limited
- Construction Industry Council
- Electrical and Mechanical Services Department
- Hong Kong International Aviation Academy
- Hong Kong Jockey Club Apprentice Jockeys' School
- Hong Kong Police Force
- *WeCan* Alumni
- Qualifications Framework
- Vocational Training Council
- YWCA Youth Employment Start

Floor Plans

G/F



029

09:00-09:45 AI and the Future of Work

10:00-12:45 Be a Job Hunter Pro

14:00-17:45 Empower You to be Aviation Experts

009

Kindergarten Teacher / Child Care Worker / Special Child Care Worker

Hall

Kick-off Ceremony
Job Search Made Easy
Know Your Rights as an Employee
Interviewing Skills You Need To Know
The Impact of AI in the Job Market
Be Smart in the Digital Banking Era

030

09:00-09:45 Communication Ninja

10:00-17:45 Maximizing Your Job Search Potential

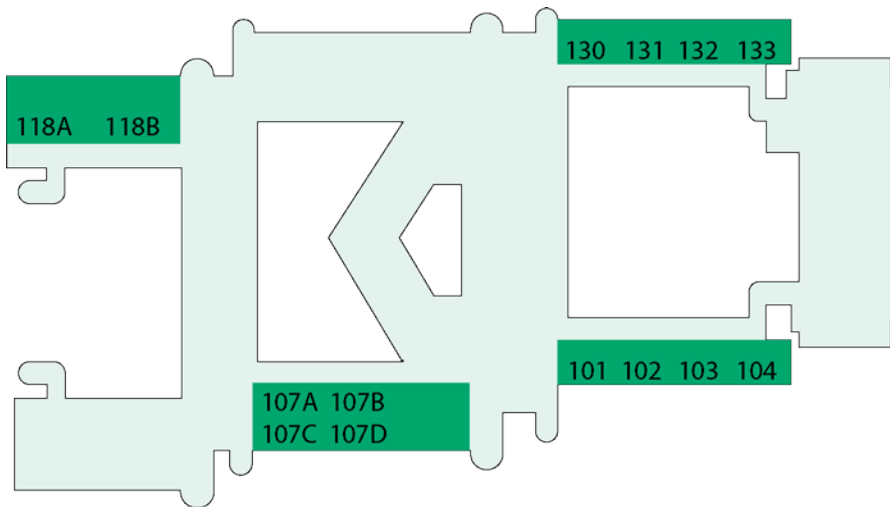
Garden

Information Booth

Annex Hall

Career Interest Game

1/F



118A

09:00-09:45 Employment Trends and Opportunities in Greater Bay Area

10:00-10:45 The Impact of AI in the Job Market

118B

09:00-09:45 Employment Trends and Opportunities in Greater Bay Area

107A

Digital Marketing Officer

107B

BIM Modeller

107C

Programmer

107D

Translation Technologist

130

09:00-09:45 Maximizing Your Job Search Potential

131

Customer Services Officer / Ground Crew

132

Police Constable

133

Yard Planner

101

Registered Nurse

102

Florist

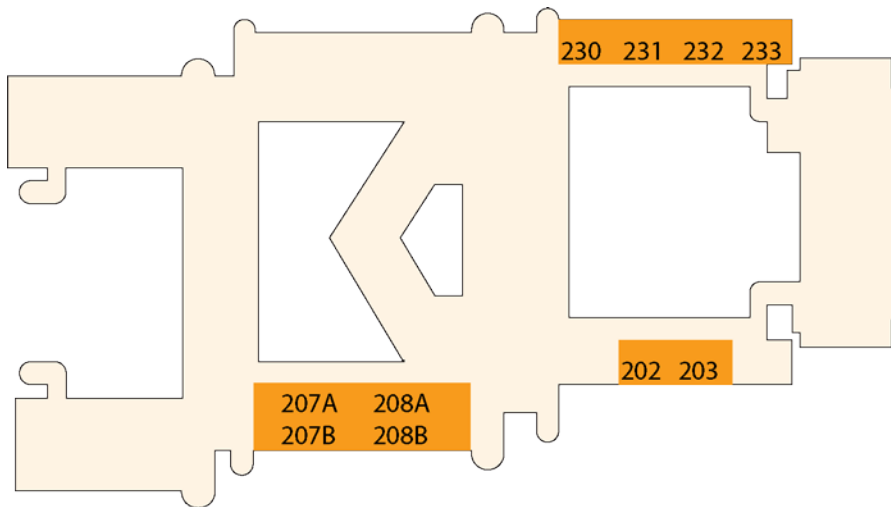
103

Customer Service Assistant / Club Assistant

104

Financial Planning for Beginners

2/F



207A & B

09:00-09:45 Be a Job Hunter Pro

208A

Gym Trainer

208B

Customer Service Ambassador
Assistant School Clerical Officer

230

Estate Agent

231

Illustrator

232

Sales Executive
Audit Junior

233

Racing Trainee

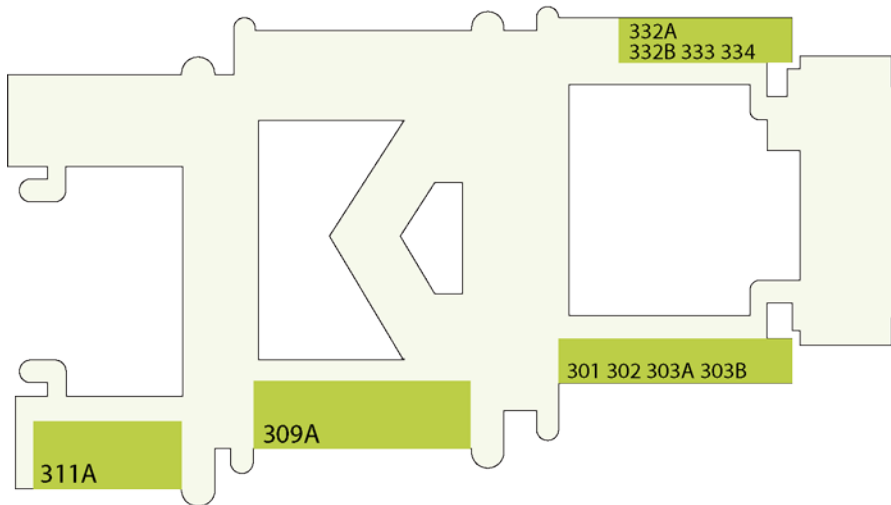
202

Graphic Designer

203

Property Officer Trainee

3/F



309A

Social Worker

311A

Medical Laboratory Assistant

332A

Coxswain Trainee

332B

Junior Data Analyst

333

Upcycled Art Designer

334

Room Attendant

Hotel Concierge

301

Human Resources Assistant

302

Electrical Worker

303A

Nutritionist

Building Services Engineer

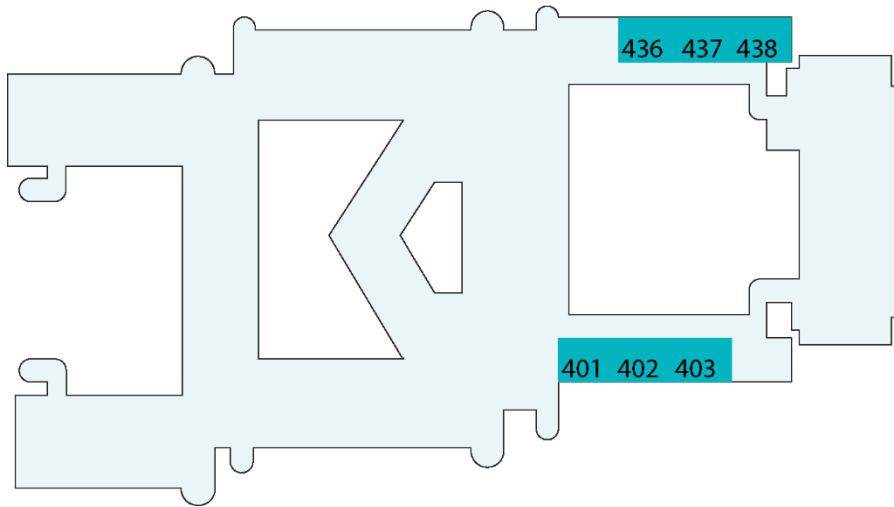
303B

Product Development and Quality

Assurance Officer

Architectural Assistant

4/F



401

Parents' Workshop

402

Fashion Designer

403

Physiotherapist Assistant

436


Chinese Medicine Clinic Assistant

437


Make-up Artist


438

Wagashi Designer


Hong Kong Electrical Contractors' Association		
Agent of the Electric Webs		
Room 302		
Electrical Worker Electrical Engineering		
Job Description	<p>Work in any place where electrical works are required, including residential and commercial buildings and construction sites. Major works include installation, maintenance, repair, inspection and testing for the electrical installation inside buildings:</p> <ul style="list-style-type: none"> • Wiring System • Lighting System • Motorized Facilities • Electrical Control and Protective System 	
Entry Requirement – Education level / Skills	<ul style="list-style-type: none"> • S3-6 graduates • Having received preliminary related professional training is preferred • Fluent in Cantonese and some commonly used English terms in the electrical industry • No colour blindness 	
Value	Brings a comfortable life to the public, values safety and sense of accomplishment	
Attitude	Willing to integrate and adapt to group life, rigorous and conscientious	
Skill	Installation technique, communication and time management skills	
Knowledge	Basic knowledge of engineering and technology, science and mathematics	


<p>Marco Polo Hotels - Hong Kong</p>	
<p>The Nimble Team of Efficiency</p>	
<p>Room 334</p>	
<p>Room Attendant Hospitality</p>	
<p>Job Description</p>	<ul style="list-style-type: none"> • Ensure hotel rooms and floors are clean and sanitary • Replenish items in hotel rooms and make beds, clean restrooms and bathtubs • Provide guests with required services and meet their needs when staying in hotel rooms
<p>Entry Requirement – Education level / Skills</p>	<ul style="list-style-type: none"> • Secondary school graduate • Priority will be given to those who have received vocational training in hotel operations • Speak fluent Cantonese with some knowledge of English and Mandarin
<p>Value</p>	<p>Values recognition and respect from clients and co-workers</p>
<p>Attitude</p>	<p>Polite, proactive, willing to go the extra mile, embraces life-long learning</p>
<p>Skill</p>	<p>Skills and knowledge can be acquired. When selecting talents, attitude is the most important consideration.</p>
<p>Knowledge</p>	

Star Ferry	
The Ready Sturdy Coxswain	
Room 332A	
Coxswain Trainee Transport and Logistics	
Job Description	<ul style="list-style-type: none"> • Learn the sailing skills, seamanship and rules for avoiding sea collisions • Perform deck duties on board and receive safety training • On shifts
Entry Requirement – Education level / Skills	<ul style="list-style-type: none"> • HKDSE or above • Candidates able to swim are preferred • Good vision and strong enough to lift the mooring rope
Value	Obedience, responsibility, values a safe working environment
Attitude	Calm, rigorous, detail-oriented, humble
Skill	Ability to operate equipment and monitor the operation
Knowledge	Knowledge of maritime safety


<p>Construction Industry Council</p>	
<p>Build Up Your Own Future</p>	
<p>Room 107B</p>	
<p>BIM Modeller Construction</p>	
<p>Job Description</p>	<p>Building Information Modelling (BIM) is a key technology in modern construction projects. As a BIM Modeller, which is fundamental to BIM, the job duties include:</p> <ul style="list-style-type: none"> • To create detailed BIM models • To develop drawings & documents by software • To update BIM Model & generate proper presentations • To provide support to the BIM manager(s), BIM coordinator(s) and design and construction professional(s) in BIM implementation in projects
<p>Entry Requirement – Education level / Skills</p>	<ul style="list-style-type: none"> • A recognised certificate, diploma or above preferably in BIM, Architecture, Building, Construction, Engineering or Surveying • Preferably possess a recognised training certificate in BIM modelling for the hardware and software, and plug-ins to be used
<p>Value</p>	<p>Creates good things at work, values a safe working environment, responsibility</p>
<p>Attitude</p>	<p>Conscientious, detail-oriented</p>
<p>Skill</p>	<p>Problem solving and computer skills</p>
<p>Knowledge</p>	<p>Knowledge of building, construction, engineering and technology</p>


<p>Hong Kong Jockey Club Apprentice Jockeys' School</p>	
<p>To Strive is to Shine</p>	
<p>Room 233</p>	
<p>Racing Trainee Racing</p>	
<p>Job Description</p>	<p>The recruitment of Racing Trainees will be held in June to August annually. If you have a passion to be one of us, this is a very good opportunity to follow your dream. The course of Racing Trainee provides:</p> <ul style="list-style-type: none"> • Riding • Horse caring • Stable management • Sports science • Physical training
<p>Entry Requirement – Education level / Skills</p>	<ul style="list-style-type: none"> • Age 15 or above • Completed Form 3 • Positive, attentive and diligent • Passion for the racing industry and sports in general
<p>Value</p>	<p>Health, honesty, self-control</p>
<p>Attitude</p>	<p>Focused, persistent, positive</p>
<p>Skill</p>	<p>Time management, active learning and adaptability skills</p>
<p>Knowledge</p>	<p>Knowledge of sports</p>

<p>Hong Kong Young Women's Christian Association</p>	
<p>The Master of Floral Arrangement</p>	
<p>Room 102</p>	
<p>Florist Floral arrangement</p>	
<p>Job Description</p>	<p>Florists usually work in the floral shop:</p> <ul style="list-style-type: none"> • Create floral designs according to the needs of customers and venues • Handle customer inquiries and complete transactions on time • Maintain sufficient inventory • Keep the workspace tidy
<p>Entry Requirement – Education level / Skills</p>	<ul style="list-style-type: none"> • Having received professional training is preferred • Fluent in Cantonese
<p>Value</p>	<p>Values relationships with co-workers, responsibility, creativity</p>
<p>Attitude</p>	<p>Persistent, polite, detail-oriented, embraces life-long learning</p>
<p>Skill</p>	<p>Verbal communication, visual perceptual, practical and serving skills</p>
<p>Knowledge</p>	<p>Knowledge of design, sales and marketing</p>


KPMG	
Data Crunchers	
Room 332B	
Junior Data Analyst Data Analytics	
Job Description	<p>Work in the office or clients' office as per requested to conduct advisory work to provide data insights.</p> <ul style="list-style-type: none"> • Engage with clients to understand their data requirements and business objectives • Collect, clean, and organise client data from various sources • Analyse and interpret data using statistical techniques and visualisation tools • Prepare reports, presentations, and dashboards to communicate data findings
Entry Requirement – Education level / Skills	<ul style="list-style-type: none"> • Graduate in Data Science, Statistics, Mathematics, Business Analytics, or a related field is preferred • Strong analytical and problem-solving skills with a keen attention to detail • Proficiency in data analysis tools such as Excel, SQL, Python, or R • Fluent in English, Cantonese and Mandarin
Value	Honesty, responsibility, professional ethics, creativity
Attitude	Embraces life-long learning, calm, focused
Skill	Data analysis, communication and problem-solving skills, business insights
Knowledge	Knowledge of the industry, data analysis methods and techniques, data privacy and security

<p>Lark Group / Trappist Dairy</p>	
<p>Product Analyst</p>	
<p>Room 303B</p>	
<p>Product Development and Quality Assurance Officer Quality Control</p>	
<p>Job Description</p>	<ul style="list-style-type: none"> • Conduct product tests, together with analysis on past data, to ensure that products comply with specifications • Co-operate with other teams, such as sales and marketing, to develop new product • Establish new guidelines according to the new standards in market
<p>Entry Requirement – Education level / Skills</p>	<ul style="list-style-type: none"> • Talents with food research and development training are preferred • Passion for research and development of new products
<p>Value</p>	<p>Independence, honesty, values relationships with co-workers, ability utilisation</p>
<p>Attitude</p>	<p>Accurate, conscientious, cooperative, decisive, detail-oriented, embraces life-long learning, open-minded, persistent</p>
<p>Skill</p>	<p>Analytical/logical thinking, planning/organisation, judgement and decision making, practical, problem-solving and computer skills</p>
<p>Knowledge</p>	<p>Knowledge of chemistry, biology, food production, production and processing</p>

<p>Hong Kong Institute of Vocational Education</p>	
<p>Medical Laboratory Workshop</p>	
<p>Room 311A</p>	
<p>Medical Laboratory Assistant Healthcare</p>	
<p>Job Description</p>	<p>Work in medical laboratory and provide the following support:</p> <ul style="list-style-type: none"> • Sample label • Reagent preparation • Sample preparation
<p>Entry Requirement – Education level / Skills</p>	<p>Having received professional training is preferred</p>
<p>Value</p>	<p>Achievement, responsibility, ability utilisation</p>
<p>Attitude</p>	<p>Accurate, conscientious, embraces life-long learning</p>
<p>Skill</p>	<p>Analytical/logical thinking, time management and problem-solving skills</p>
<p>Knowledge</p>	<p>Knowledge of biology, medicine, dentistry, therapy and counselling</p>

<p>Hong Kong Institute of Vocational Education</p>	
<p>Mini Cooler Workshop</p>	
<p>Room 303A</p>	
<p>Building Services Engineer Electrical Engineering</p>	
<p>Job Description</p>	<ul style="list-style-type: none"> • The primary responsibility of a building services engineer is to design the building's services system. • Typically carried out in an office setting. Daily tasks encompass calculating the capacity of building installations, creating building installation plans, preparing engineering contracts, and so on. • Communicate with diverse engineering professionals
<p>Entry Requirement – Education level / Skills</p>	<ul style="list-style-type: none"> • A bachelor's degree in relevant engineering fields, such as Building Services Engineering, Mechanical Engineering or Electrical Engineering • Holding relevant professional certifications such as Building Services Engineer (BSE) certification • Strong understanding of building services engineering • Engineering design ability, technical analysis and problem-solving skills • Proficient in using computer-aided design (CAD) software and modelling tools • Project management, communication, coordination and team collaboration skills
<p>Value</p>	<p>Quality, sustainability, safety, ethics, collaboration and life-long learning</p>
<p>Attitude</p>	<p>Professional, responsible, cooperative</p>
<p>Skill</p>	<p>Engineering management, troubleshooting, repairing, communication and coordinating skills</p>
<p>Knowledge</p>	<p>Knowledge of professional technology, construction engineering and technology updates</p>


<p>Hong Kong Young Women's Christian Association</p>	
<p>Dos & Don'ts – Know more about Nutrition</p>	
<p>Room 303A</p>	
<p>Nutritionist Healthcare</p>	
<p>Job Description</p>	<p>Work in hospitals, Department of Health, community health centres, clinics, catering companies, etc. Job duties include:</p> <ul style="list-style-type: none"> • Provide nutritional therapy services • Carry out nutrition and health promotion • Maintain and record the progress of clients or patients for any diet modifications if required • Design meal menu • Research and develop nutritional products
<p>Entry Requirement – Education level / Skills</p>	<ul style="list-style-type: none"> • A bachelor's degree in dietetics, food and nutrition, food service systems management, clinical nutrition, or related subjects • A registered dietitian • Good command of Chinese and English
<p>Value</p>	<p>Health, independence, responsibility, privacy</p>
<p>Attitude</p>	<p>Conscientious, detail-oriented, helpful, patient</p>
<p>Skill</p>	<p>Analytical/logical thinking, oral communication and problem-solving skills</p>
<p>Knowledge</p>	<p>Knowledge of biology, food production, medicine and dentistry</p>


Hong Kong Young Women's Christian Association	
Create a Virtual World	
Room 107C	
Programmer Information and Technology	
Job Description	<p>Work in a computer company or the information technology department of a large company. Job duties include:</p> <ul style="list-style-type: none"> • Create, modify, and test the code that allows computer applications and software programs to function properly • Develop database management programmes, query tools or reporting tools, etc. • Design web pages (including text layout, image design, sound and video editing, etc.) and regularly update web page information • Develop back-end applications to process data collected from the internet
Entry Requirement – Education level / Skills	<ul style="list-style-type: none"> • Higher diploma or degree, typically in computer science, software engineering, or equivalent • Familiar with Python, Java, C++, JavaScript, HTML and Oracle
Value	Wisdom, independence, creativity
Attitude	Calm, conscientious, independent, embraces life-long learning
Skill	Analytical/logical thinking, active learning, problem-solving and computer skills
Knowledge	Knowledge of mathematics, computer and electronics, communication and media


<p>LWK & Partners (HK) Limited</p>	
<p>Creating Dream Homes</p>	
<p>Room 303B</p>	
<p>Architectural Assistant Architecture</p>	
<p>Job Description</p>	<p>Working within an architectural firm involves planning, designing, coordinating, and overseeing construction work in compliance with relevant laws and regulations. The duties of an architectural assistant include:</p> <ul style="list-style-type: none"> • Designing a wide range of buildings • Preparing design drawings, blueprints, and specifications • Supervising construction to ensure completed buildings adhere to the plans and relevant building codes • Working closely with other professional consultants to manage and coordinate large-scale projects
<p>Entry Requirement – Education level / Skills</p>	<ul style="list-style-type: none"> • Obtain an accredited Bachelor of Architecture degree, complete a two-year internship, and then pass the examination to become a licensed architect • Achieve membership in the Hong Kong Institute of Architects or equivalent qualifications • Proficiency is required in relevant software, including Autodesk Revit Architecture, AutoCAD, Photoshop, SketchUp, and 3D Studio Max, along with knowledge of Building Information Modelling (BIM), among others
<p>Value</p>	<p>Achievement, creativity, aesthetics</p>
<p>Attitude</p>	<p>Accurate, conscientious, focused</p>
<p>Skill</p>	<p>Creative thinking and analytical/logical thinking, judgment and decision-making skills</p>
<p>Knowledge</p>	<p>Knowledge of design, building and construction, law and government</p>

<p>Memories Factory</p>	
<p>Green Design Discovery</p>	
<p>Room 333</p>	
<p>Upcycled Art Designer Product Design</p>	
<p>Job Description</p>	<p>Provide upcycled product design solutions, artworks or workshop experience to corporations and individual clients:</p> <ul style="list-style-type: none"> • Client consultation for upcycling materials and product design ideas • Propose product or artwork designs to clients • Collect materials and create products or artworks • Conduct upcycled art creation workshops for clients
<p>Entry Requirement – Education level / Skills</p>	<ul style="list-style-type: none"> • Having received professional design training is preferred • Creativity and ability to put theory into practice • Strong communication skills
<p>Value</p>	<p>Concern for the environment, personal development, variety of work</p>
<p>Attitude</p>	<p>Independent, respectful, self-confident</p>
<p>Skill</p>	<p>Speaking, coordinating and creative thinking skills</p>
<p>Knowledge</p>	<p>Knowledge of design, sales and marketing and clerical work</p>

<p>Hong Kong Design Institute</p>	
<p>Art Poster Design</p>	
<p>Room 202</p>	
<p>Graphic Designer Graphic Design</p>	
<p>Job Description</p>	<p>Mainly work in graphic agency with main duty related to promotional design. Routines include:</p> <ul style="list-style-type: none"> • Logo Design • Poster Design • Publication Design
<p>Entry Requirement – Education level / Skills</p>	<p>Holders of higher diploma or degree related to communication design</p>
<p>Value</p>	<p>Creativity, aesthetics</p>
<p>Attitude</p>	<p>Flexible, focused</p>
<p>Skill</p>	<p>Creative thinking, innovating and computer skills</p>
<p>Knowledge</p>	<p>Knowledge of design, sales and marketing</p>


Hong Kong Young Women's Christian Association	
Experiencing Beauty	
Room 437	
Make-up Artist Cosmetic	
Job Description	<ul style="list-style-type: none"> • Make-up artists may work indoor or outdoor based on customers' requirements and the nature of activities, e.g., wedding banquets, advertising shoots, cosmetics brand counters, etc. • Provide make up services to customers
Entry Requirement – Education level / Skills	<ul style="list-style-type: none"> • Having received professional training is preferred • One year of make-up experience • Fluent in Cantonese
Value	Independence, creativity, relationships with co-workers, privacy
Attitude	Detail-oriented, embraces life-long learning, polite, respectful
Skill	Serving, oral communication, practical and visual perceptual skills
Knowledge	Knowledge of design, sales and marketing

<p>Hong Kong Young Women's Christian Association</p>	
<p>The Unusual World of Fashion</p>	
<p>Room 402</p>	
<p>Fashion Designer Fashion Design</p>	
<p>Job Description</p>	<p>Mainly work in office while attending fashion shows and expos to catch the latest fashion trend. Routines include:</p> <ul style="list-style-type: none"> • Research on fashion trends, and design outfits for target customers • Choose textiles, colours and materials and production processes for the designed outfits • Prepare drafts, graphs, illustrations, samples and prototypes • Prepare samples for salesmen and fashion expos or exhibitions • Oversee the production process
<p>Entry Requirement – Education level / Skills</p>	<ul style="list-style-type: none"> • Holders of higher diploma or degree of fashion and image design
<p>Value</p>	<p>Creativity</p>
<p>Attitude</p>	<p>Persevering</p>
<p>Skill</p>	<p>Artistic talent, ability to work with others</p>
<p>Knowledge</p>	<p>Knowledge of art and design</p>


<p>Hong Kong Young Women's Christian Association</p>	
<p>Storytelling Pro</p>	
<p>Room 231</p>	
<p>Illustrator Art</p>	
<p>Job Description</p>	<p>Self-employed working independently at home or employed by the publishing, advertising, animated film or game industries. Job duties include:</p> <ul style="list-style-type: none"> • Publish personal comic books and picture books • Design advertising posters, brochures, logos, product packaging and digital advertising • Create character design, scene design, storyboarding and action direction for animated films • Create characters, scenes, graphics and interfaces in game development
<p>Entry Requirement – Education level / Skills</p>	<ul style="list-style-type: none"> • Professional training in arts and design • Familiar with computer illustration software
<p>Value</p>	<p>Independence, creativity, freedom, aesthetics</p>
<p>Attitude</p>	<p>Culturally sensitive, independent, persistent</p>
<p>Skill</p>	<p>Visual perceptual, creative thinking, innovating and computer skills</p>
<p>Knowledge</p>	<p>Knowledge of fine arts and design</p>


Harbour City	
Customer Service 360	
Room 208B	
Customer Service Ambassador Property Management	
Job Description	<ul style="list-style-type: none"> • Answer general enquiry • Provide assistance to customers • Handle complaints • Assist in mall promotion
Entry Requirement – Education level / Skills	<ul style="list-style-type: none"> • One year experience in customer service • Fluent in Cantonese, English and Putonghua • HKDSE or above, preferably majored in hospitality or tourism management
Value	Concern for others, honesty
Attitude	Proactive, polite, responsible, positive, enthusiastic about helping others
Skill	Good communication skills, memory and adaptability
Knowledge	Knowledge of customer and personal service


<p>Marco Polo Hotels - Hong Kong</p>	
<p>The Master of Exquisite Service</p>	
<p>Room 334</p>	
<p>Hotel Concierge Hospitality</p>	
<p>Job Description</p>	<ul style="list-style-type: none"> • Provide excellent customer service to hotel guests • Assist guests in a friendly, proactive and efficient manner and take appropriate follow-up actions as necessary • Knowledge of all the basics of hotel operations • Master knowledge and information about local dining, shops, attractions, transportation options and airports • Provide luggage drop-off service for guests • Liaise with other service providers for clients as needed
<p>Entry Requirement – Education level / Skills</p>	<ul style="list-style-type: none"> • Secondary school graduate • Basic customer service skills • Problem-solving, organisation, time management and supervisory skills
<p>Value</p>	<p>Polite, willing to help others, proactive</p>
<p>Attitude</p>	<p>Sincere, caring, responsible, detail-oriented</p>
<p>Skill</p>	<p>Customer service, time management and problem-solving skills</p>
<p>Knowledge</p>	<p>Understanding of daily operation and basic amenities of hotels</p>


Saint Francis University	
Nursing 7 · 24	
Room 101	
Registered Nurse Healthcare	
Job Description	<p>Work in the healthcare settings and provide the following services to clients:</p> <ul style="list-style-type: none"> • Health promotion and health education • Clinical client health assessment • Clinical client nursing care
Entry Requirement – Education level / Skills	<ul style="list-style-type: none"> • A Certificate of Registration (Part I) and a valid Practising Certificate issued by the Nursing Council of Hong Kong • Fluent in Cantonese • Able to communicate in English
Value	Concern for others, honesty, responsibility
Attitude	Conscientious, honest, punctual
Skill	Critical thinking, time management and active learning skills
Knowledge	Knowledge of medicine and dentistry, therapy and counselling

Hong Kong Police Force	
Serving Hong Kong with Honour, Duty and Loyalty	
Room 132	
Police Constable Disciplined services	
Job Description	<p>A Police Constable is mainly deployed on performing a wide variety of police duties and may be posted to one of the many police formations in uniform branch, traffic wing, crime wing or the marine region. He/she will be subject to discipline under the Police Force Ordinance and is required to work shifts and / or irregular hours and work in an area outside the HKSAR.</p>
Entry Requirement – Education level / Skills	<ul style="list-style-type: none"> • Must be permanent resident of the Hong Kong Special Administrative Region • Level 2 or equivalent or above in five subjects in the Hong Kong Diploma of Secondary Education Examination (HKDSEE) • Level 2 or above in Chinese and English language in HKDSEE; or have a pass result in Chinese and English language tests for Police Constable recruitment exercise • Be able to read and write Chinese and speak fluent Cantonese • Have a pass result in the Basic Law and National Security Law Test • Pass tests on physical fitness and eyesight and a medical examination (including a urine drug test)
Value	Fairness, loyalty, responsibility
Attitude	Respectful, conscientious, positive
Skill	Oral communication, analytical/logical thinking, judgement and coordinating skills
Knowledge	Knowledge of public safety, security and clerical work
Recruitment webpage	https://www.police.gov.hk/ppp_tc/15_recruit/


<p>Hong Kong Institute of Vocational Education</p>	
<p>The Six Senses</p>	
<p>Room 009</p>	
<p>Kindergarten Teacher / Child Care Worker / Special Child Care Worker Education</p>	
<p>Job Description</p>	<p>Working in a kindergarten, child care centre or special child care centre involves caring for and teaching young children. Generally, the responsibilities of a kindergarten teacher include:</p> <ul style="list-style-type: none"> • Teaching curriculum for children aged 2-6 in different domains • Managing daily classroom tasks, such as lesson planning, leading activities, environmental arrangement, and creating teaching materials • Writing children's learning portfolios and conducting assessments • Following up with children and collaborating with parents • Assisting with school administration tasks <p>The responsibilities of a special child care worker include:</p> <ul style="list-style-type: none"> • Caring for and educating young children with special learning needs, assisting them in their development and growth • Collaborating with professionals from different fields to create individualised plans for the children
<p>Entry Requirement – Education level / Skills</p>	<ul style="list-style-type: none"> • Completion of recognised training courses for Kindergarten Teachers, Child Care Workers and Special Child Care Workers by the Education Bureau/Social Welfare Department (higher diploma or higher qualification) • Passing five subjects, including Chinese and English, in the Hong Kong Certificate of Education Examination (HKCEE) or Diploma of Secondary Education (HKDSE) • Registered Child Care Worker, Special Child Care Worker and Kindergarten Teacher
<p>Value</p>	<p>Achievement, concern for others, safe working conditions</p>
<p>Attitude</p>	<p>Cheerful, empathetic, proactive</p>
<p>Skill</p>	<p>Teaching/training, active learning and oral communication skills</p>
<p>Knowledge</p>	<p>Knowledge of education and training</p>


<p>Hong Kong Young Women's Christian Association</p>	
<p>Physio Assist: Hard and Soft</p>	
<p>Room 403</p>	
<p>Physiotherapist Assistant Healthcare</p>	
<p>Job Description</p>	<p>Work in a health care facility, elderly residential home, physiotherapy clinic or rehabilitation centre. Job duties include:</p> <ul style="list-style-type: none"> • Assist physiotherapist in patient assessment, such as measuring the patient's physical function, assessing the patient's movement ability, flexibility, balance ability, etc., to facilitate the formulation of a treatment plan • Assist and guide patients to perform rehabilitation exercises according to the diagnosis and instructions of the physiotherapist • Record and report patient treatment progress and data • Clean and disinfect treatment equipment
<p>Entry Requirement – Education level / Skills</p>	<ul style="list-style-type: none"> • HKDSE or equivalent • Training as a physiotherapist assistant
<p>Value</p>	<p>Concern for others, health, relationships with co-workers</p>
<p>Attitude</p>	<p>Cooperative, helpful, embraces life-long learning, patient</p>
<p>Skill</p>	<p>Oral communication, coordinating and social perceptual skills</p>
<p>Knowledge</p>	<p>Knowledge of clerical work, therapy and counselling</p>


<p>Hong Kong Young Women's Christian Association</p>	
<p>All the Way with You</p>	
<p>Room 309A</p>	
<p>Social Worker Social Service</p>	
<p>Job Description</p>	<p>Work in a variety of environments including school, hospital, elderly care centre, government or social welfare association, to provide the following services to different service users and areas, such as youth, the elderly, families, rehabilitation and community development:</p> <ul style="list-style-type: none"> • Design and prepare activities according to the needs of service users • Provide consulting and counselling services • Develop proposals or apply for funding • Conduct activity or service reviews
<p>Entry Requirement – Education level / Skills</p>	<ul style="list-style-type: none"> • A recognised diploma or a bachelor's degree in social work, or equivalent • Registered Social Worker under the Social Workers Registration Ordinance, Chapter 505 • Good Chinese and English writing skills • Fluent in Cantonese
<p>Value</p>	<p>Concern for others, equality, fairness, privacy</p>
<p>Attitude</p>	<p>Empathetic, friendly, helpful, respectful</p>
<p>Skill</p>	<p>Analytical/logical thinking, counselling/mediation, active listening, oral communication and writing skills</p>
<p>Knowledge</p>	<p>Knowledge of psychology, clerical work, therapy and counselling</p>

<p>Centaline Property Agency Limited</p>	
<p>Real Estate Agent Experience Day</p>	
<p>Room 230</p>	
<p>Estate Agent Real Estate</p>	
<p>Job Description</p>	<p>Acting as intermediaries between housing supply and demand. Duties include:</p> <ul style="list-style-type: none"> • Gather information on property sales and rentals • Understand the needs of potential buyers and tenants • Facilitate the buying, selling and leasing of properties • Handle property documents and related legal matters • Arrange property visits and provide professional advice
<p>Entry Requirement – Education level / Skills</p>	<ul style="list-style-type: none"> • F.5 or above • Valid salesperson/real estate agent license. • Good communication skills
<p>Value</p>	<p>Achievement, honesty, responsibility</p>
<p>Attitude</p>	<p>Hard working, persistent, sincere</p>
<p>Skill</p>	<p>Active listening, speaking and serving skills</p>
<p>Knowledge</p>	<p>Knowledge of customer and personal service, sales and marketing</p>


<p>Elegant Watch & Jewelry</p>	
<p>The Splendid Presentation</p>	
<p>Room 232</p>	
<p>Sales Executive Jewellery</p>	
<p>Job Description</p>	<p>Work in a retail shop with main duties include:</p> <ul style="list-style-type: none"> • Sales of watches, achieving sales targets, assisting daily operation and stock management • Maintaining store displays as required • Providing after sales services
<p>Entry Requirement – Education level / Skills</p>	<ul style="list-style-type: none"> • HKDSE or Above • Passion in watches • Fluent in Cantonese, good command of English and Putonghua
<p>Value</p>	<p>Values customer relationships, independent</p>
<p>Attitude</p>	<p>Attaches importance to personal grooming, sincere, responsible, detail-oriented</p>
<p>Skill</p>	<p>Communication, sales and crisis management skills</p>
<p>Knowledge</p>	<p>Knowledge of the daily operations of retail/watch and clock industry</p>

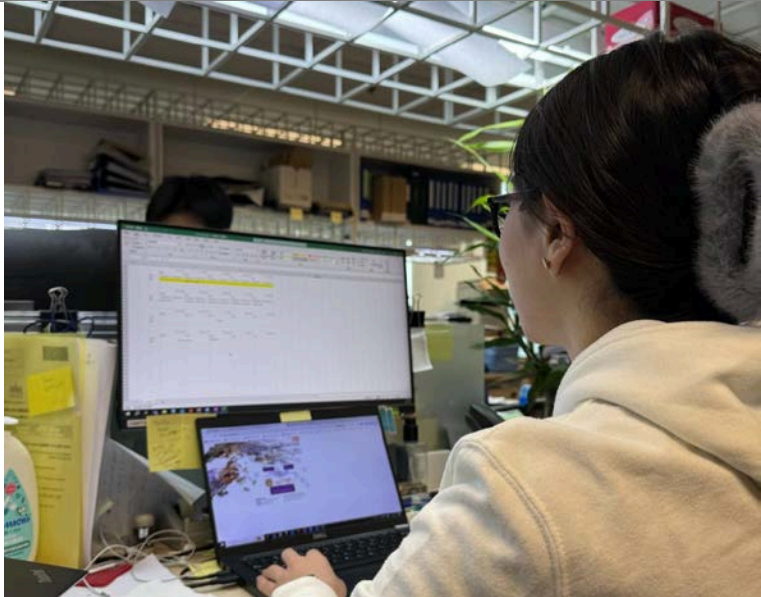
<p>The Institute of Artificial Intelligence</p>	
<p>AI x Online Marketing 101</p>	
<p>Room 107A</p>	
<p>Digital Marketing Officer Marketing</p>	<p>Job Description</p> <ul style="list-style-type: none"> • Assist the company in enhancing online visibility by AI tools through promotional activities • Duties include photography, creating advertising copy, content organisation, and market analysis
<p>Entry Requirement – Education level / Skills</p>	<ul style="list-style-type: none"> • Trendy, creative, and aesthetically minded • Familiar with the operation of social media and other online promotion platforms • Good communication, presentation and analytical skills • Strong interest in and enthusiasm for artificial intelligence
<p>Value</p>	<p>Creativity, aesthetics, ability utilisation</p>
<p>Attitude</p>	<p>Embraces life-long learning, detail-oriented, open-minded</p>
<p>Skill</p>	<p>Creative thinking, language, computer and analytical/logical thinking skills</p>
<p>Knowledge</p>	<p>Knowledge of sales and marketing, communication and media, engineering and technology</p>


<p>Hong Kong Young Women's Christian Association</p>	
<p>Fitness Factory</p>	
<p>Room 208A</p>	
<p>Gym Trainer Health and Fitness</p>	
<p>Job Description</p>	<p>Work in fitness centres, private fitness studios and sports clubs. Job duties include:</p> <ul style="list-style-type: none"> • Develop a personalised fitness plan based on the client's assessment results • Instruct and teach the correct use of various fitness equipment, exercise techniques and postures • Regularly monitor and evaluate clients' progress in physical fitness improvement, weight management, and muscle strength growth • Provide motivation, encouragement and support to clients throughout the fitness process
<p>Entry Requirement – Education level / Skills</p>	<ul style="list-style-type: none"> • Professional training in Sports and Fitness • First Aid Certificate
<p>Value</p>	<p>Health, self-control, safe working conditions</p>
<p>Attitude</p>	<p>Friendly, embraces life-long learning, patient, positive</p>
<p>Skill</p>	<p>Planning / organisation, coaching / monitoring, active learning oral communication skills</p>
<p>Knowledge</p>	<p>Knowledge of biology, food production, customer and personal service</p>


<p>Hong Kong Young Women's Christian Association</p>	
<p>Starting a Wagashi Business</p>	
<p>Room 438</p>	
<p>Wagashi Designer Food and Beverage</p>	
<p>Job Description</p>	<p>Work in a Japanese dessert shop with job duties include:</p> <ul style="list-style-type: none"> • Make various traditional wagashi • Design innovative wagashi • Greet customers, handle their enquiries, introduce different types of wagashi and recommend appropriate choices • Conduct market research and marketing activities, such as participating in exhibitions, launching limited editions, organising wagashi workshops, etc., to attract more customers
<p>Entry Requirement – Education level / Skills</p>	<p>Professional training in wagashi</p>
<p>Value</p>	<p>Concern for the environment, creativity, aesthetics</p>
<p>Attitude</p>	<p>Detail-oriented, focused, embraces life-long learning</p>
<p>Skill</p>	<p>Creative thinking, active learning, oral communication and serving skills</p>
<p>Knowledge</p>	<p>Knowledge of design, customer and personal service, sales and marketing</p>

<p>Modern Terminals Limited</p>	
<p>The Grand Stacking Challenge</p>	
<p>Room 133</p>	
<p>Yard Planner Transport and Logistics</p>	
<p>Job Description</p>	<p>Work at the container terminals and be responsible for the daily operation of the yard:</p> <ul style="list-style-type: none"> • Execute yard planning duties according to standard operating procedures • Manage yard allocations and monitor container flows • Ensure units of container are placed in proper yard locations • Ensure smooth operation in the yard
<p>Entry Requirement – Education level / Skills</p>	<ul style="list-style-type: none"> • Level 2 or above in five subjects in HKDSE, or equivalent • Basic knowledge of computer applications • Proficient in written and spoken English and Chinese
<p>Value</p>	<p>Self-motivated and responsible, good team player</p>
<p>Attitude</p>	<p>Hardworking and willing to learn, accurate, detail-oriented</p>
<p>Skill</p>	<p>Good communications and interpersonal skills</p>
<p>Knowledge</p>	<p>Basic knowledge of computer applications, proficiency in Chinese and English (writing and speaking)</p>


<p>Harriman Property Management Limited</p>	
<p>Master in Property Management – Customer Service</p>	
<p>Room 103</p>	
<p>Customer Service Assistant / Club Assistant Property Management</p>	
<p>Job Description</p>	<p>General customer service duties:</p> <ul style="list-style-type: none"> • Handling inquiries and providing excellent service to customers • Front desk service, facility reservations, and inspections • Fulfilling other responsibilities assigned by the Customer Service Centre •
<p>Entry Requirement – Education level / Skills</p>	<ul style="list-style-type: none"> • Candidate with customer service experience is preferred • Able to read and write Chinese and understand written English • Proficient in Cantonese and Mandarin • Basic command of English for communication
<p>Value</p>	<p>Concern for others, responsibility</p>
<p>Attitude</p>	<p>Accurate, helpful, patient, respectful</p>
<p>Skill</p>	<p>Interpersonal and serving skills</p>
<p>Knowledge</p>	<p>Knowledge of public safety and security, customer and personal service</p>


CW CPA	
Know More about Audit	
Room 232	
Audit Junior Accounting	
Job Description	<ul style="list-style-type: none"> • Perform audit assignments under the supervision of senior audit staff • Assist in drafting audit documents and reports preparations • Provide administrative and clerical support to audit team
Entry Requirement – Education level / Skills	<ul style="list-style-type: none"> • Tertiary education • Student member of a professional accounting body such as HKICPA would be an advantage • 1-2 experience in Certified Public Accountant (CPA) firms is preferred but not essential • Self-motivated, willing to learn, able to work independently and under pressure • Good command of English, Cantonese, and Mandarin • Knowledge of accounting software, e.g., XERO, MYOB, is an advantage
Value	Self-control, ability utilisation
Attitude	Conscientious, flexible
Skill	Analytical/logical thinking and problem-solving skills
Knowledge	Knowledge of economics and accounting

<p>Hong Kong International Aviation Academy / SATS HK Limited</p>	
<p>Grounded in Greatness</p>	
<p>Room 131</p>	
<p>Customer Services Officer Aviation</p>	
<p>Job Description</p>	<ul style="list-style-type: none"> • Perform ground handling services, including check-in, boarding gate, arrival, lost & found and ticketing services duties • Meet and assist passengers on departure and arrival
<p>Entry Requirement – Education level / Skills</p>	<ul style="list-style-type: none"> • HKCEE or HKDSE or above (with passes in English and Chinese languages) or equivalent • Good command of spoken English, Cantonese and Mandarin • Good Customer serving manner and communication skills
<p>Value</p>	<p>Achievement, concern for others</p>
<p>Attitude</p>	<p>Helpful, patient, polite</p>
<p>Skill</p>	<p>Oral communication, language and serving skills</p>
<p>Knowledge</p>	<p>Knowledge of foreign language, customer and personal service</p>

<p>Hong Kong International Aviation Academy/Cathay Pacific</p>	
<p>Before Takeoff</p>	
<p>Room 131</p>	
<p>Customer Services Officer Aviation</p>	
<p>Job Description</p>	<ul style="list-style-type: none"> • Be the brand representative to provide great customer experience at the airport and designated pre-flight registration locations • Provide assistance to passengers at various locations such as check-in counters, departure and arrival areas • Handle passenger enquiries and questions, and provide answers and solutions • Prepare flight related documentations to ensure safe and an on-time operations
<p>Entry Requirement – Education level / Skills</p>	<ul style="list-style-type: none"> • Minimum age of 18 • Right to work in Hong Kong • Good command in spoken English; proficiency in Cantonese and Putonghua is an advantage • Flexibility to work on shift schedules (including overnight, weekend and public holidays) • Fresh graduates are welcome, experience in hospitality or service industry would be an advantage • Required to pass a pre-employment drug test
<p>Value</p>	<p>Empathy, responsibility, value teamwork</p>
<p>Attitude</p>	<p>Proactive, helpful, patient, polite</p>
<p>Skill</p>	<p>Fluent oral communication, language, serving and adaptability skills</p>
<p>Knowledge</p>	<p>Knowledge of foreign language, customer service, airport operation and safety requirement</p>
<p>More Information</p>	<p>https://careers.cathaypacific.com/jobs/customer-services-officer-5606531</p>

Saint Francis University	
Translation Technology	
Room 107D	
Translation Technologist Translation	
Job Description	<p>Provide translation and related services to clients using technology in various ways, including:</p> <ul style="list-style-type: none"> • Computer-aid translation, speech translation, localisation, data analysis, etc. • Work areas include: Business translation, conference interpreting, software and game localisation, etc.
Entry Requirement – Education level / Skills	<ul style="list-style-type: none"> • Interested in language; fluent in Chinese and English • Professional training • Information technology literate • Attention to detail and embracing life-long learning • Proficient in computer and language skills
Value	Ability utilisation, variety of work
Attitude	Accurate, detail-oriented, embraces life-long learning
Skill	Reading comprehension, language and computer skills
Knowledge	Knowledge of foreign language, computer and electronics and clerical work

<p>Hong Kong Institute of Vocational Education</p>	
<p>Changes by Buildings</p>	
<p>Room 203</p>	
<p>Property Officer Trainee Property Management</p>	
<p>Job Description</p>	<p>Work for various buildings and their users to address the problems by provision of sustainable solutions. In general, the duties of a property officer trainee include:</p> <ul style="list-style-type: none"> • Understand the building conditions • Answer the users' enquiries • Liaise with various authorities and persons • Assist property manager to work out solutions
<p>Entry Requirement – Education level / Skills</p>	<ul style="list-style-type: none"> • Higher Diploma or above in Property Management • One year or above relevant work experience • Good in Cantonese, English and Putonghua
<p>Value</p>	<p>Concern for others, honesty, concern for the environment, variety of work</p>
<p>Attitude</p>	<p>Cooperative, helpful, patient, sincere</p>
<p>Skill</p>	<p>Time management, active listening, problem-solving and leadership skills</p>
<p>Knowledge</p>	<p>Knowledge of public safety and security, computer and electronics, customer and personal service, building and construction, law and government</p>

Hong Kong Institute of Vocational Education	
HR Transformation – VR Recruitment Assessment	
Room 301	
Human Resources Assistant Human Resources	
Job Description	<p>Mostly work in the office. Major duties include:</p> <ul style="list-style-type: none"> • Handle full spectrum of HR functions including recruitment & selection, payroll, compensation & benefits, learning & development, and employee relations, etc. • Assist in formulating, reviewing, enhancing human resources policies and procedures to comply with the business requirements and market situations • Handle routine maintenance on employee database and ensure all personal records are up-to-date and accurate • Prepare monthly report for HR budgeting, compensation & benefits status, manpower forecast, roster, and produce various analytical reports • Plan and organise team building activities and company events to promote staff engagement
Entry Requirement – Education level / Skills	<ul style="list-style-type: none"> • Higher Diploma in Human Resources Management or related disciplines • Solid understanding of Employment Ordinance and MPF Schemes Ordinance • Well-organised with strong sense of responsibility • Excellent communication skills, interpersonal skills and time management • Good command of both written and spoken English, Cantonese and Mandarin • Proficient in MS Office applications e.g., Microsoft Word, Excel, PowerPoint, Chinese word processing
Value	Concern for others, variety of work, responsibility, privacy
Attitude	Detail-oriented, flexible, proactive, open-minded, persistent
Skill	Time management, interpersonal, oral communication and problem-solving skills, creative thinking
Knowledge	Knowledge of psychology, personnel and human resources, law and government

<p>Hong Kong Young Women's Christian Association</p>	
<p>Chinese Medicine Cabinet Gatekeeper</p>	
<p>Room 436</p>	
<p>Chinese Medicine Clinic Assistant Chinese Medicine</p>	
<p>Job Description</p>	<p>Work in a Chinese medicine clinic with job duties as follows:</p> <ul style="list-style-type: none"> • Handle general matters of the clinic, including registration of appointments, reception, dispensing of prescriptions, settlement of bills, drug inventory records and clinic cleaning • Assist Chinese medicine practitioners in providing treatment to patients
<p>Entry Requirement – Education level / Skills</p>	<ul style="list-style-type: none"> • HKDSE or equivalent • Good communication skills in Cantonese, Putonghua and English • Familiar with Chinese and English input methods
<p>Value</p>	<p>Health, responsibility, privacy</p>
<p>Attitude</p>	<p>Accurate, friendly, independent, polite</p>
<p>Skill</p>	<p>Serving, oral communication, computer and material resources management skills</p>
<p>Knowledge</p>	<p>Knowledge of clerical work, medicine and dentistry</p>

<p>Hong Kong Young Women’s Christian Association</p>	
<p>Admin Ally</p>	
<p>Room 208B</p>	
<p>Assistant School Clerical Officer Education</p>	
<p>Job Description</p>	<p>Work in a school to provide the following clerical support to different stakeholders:</p> <ul style="list-style-type: none"> • Handle general administrative duties in school • Provide support for school development, curriculum development and students' development in school • Compile various statistical and analytical returns • Draft minutes for various meetings in school and perform clerical duties in school office • Assist in organising school activities
<p>Entry Requirement – Education level / Skills</p>	<ul style="list-style-type: none"> • A sub-degree or higher diploma holder or equivalent • Three years of experience in administrative work preferred • Familiar with Chinese and English input methods and computer operations such as word processing, spreadsheet and presentation software • Fluent in Cantonese
<p>Value</p>	<p>Conformity, relationships with co-workers, responsibility</p>
<p>Attitude</p>	<p>Accurate, detail-oriented, independent</p>
<p>Skill</p>	<p>Skills of managing financial and material resources, planning/organisation, administrative/clerical work and computer</p>
<p>Knowledge</p>	<p>Knowledge of clerical work, economics and accounting</p>

Reflections and Learnings

Pause • Reflect • Get going again

Career Interest Assessment

1. Through consultation and assessment results, I discover that my choices of subjects/career development directions are:

2. To achieve my goals, I will (actions/plans):

Job Tasters

1. I learned more about two job positions:

2. What impressed me the most during the activities:

3. Why you were impressed:

4. I found my abilities/strengths are:

Career-ready Talks

1. The topic shared by the speaker was:

2. The talk enhanced my knowledge of:

Job Hunting 101 Workshops

1. The topic of the workshop was:

2. What I learned from the workshop:

Information Booth / Career Interest Game

1. I gained the following information about further study or career development:

2. Through the game of Career Interest Game, I found my abilities/strengths are:

Useful Information

Education Bureau – Life Planning Information

<https://lifeplanning.edb.gov.hk/>

Labour Department – Interactive Employment Service

<https://www1.jobs.gov.hk/>

The Most IGable Career Planning Activity

You may take photos of the event and share them on your personal IG to redeem a gift.

1. Follow @ProjectWeCan
2. Upload a photo of your participation in the Career Exploration Day
3. Hashtag #WeCanCareerDay
4. Tag @projectwecan
5. Go to the *WeCan* Alumni Booth at Garden to redeem a gift

Please note:

- Do not disturb others or disrupt the activities when taking photos.
- Each student can only redeem only one gift.
- Gifts are available while stocks last.
- The organiser reserves the right to change the gift redemption arrangements and rules.



Acknowledgement

Participating Organisations



Venue Provider

Special thanks to Vocational Training Council (VTC) for providing the IVE (Sha Tin) campus as venue.

Learn more about
Project *WeCan*



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