

# DHL – THE LOGISTICS COMPANY FOR THE WORLD

DHL is the leading global brand in the logistics industry. Our DHL family of divisions offer an unrivalled portfolio of logistics services ranging from national and international parcel delivery, e-commerce shipping and fulfillment solutions, international express, road, air and ocean transport to industrial supply chain management. With about 360,000 employees in more than 220 countries and territories worldwide, DHL connects people and businesses securely and reliably, enabling global trade flows. With specialized solutions for growth markets and industries including technology, life sciences and healthcare, energy, automotive and retail, a proven commitment to corporate responsibility and an unrivalled presence in developing markets, DHL is decisively positioned as “The logistics company for the world”.

## Summer Intern in Commercial – Sales Planning and Development

### YOUR TASKS

**Work Location: Ngau Tau Kok**

**\*\*The internship must be credit-bearing, requiring interns to earn academic credits during their program or as a graduation requirement.**

### Responsibilities

- Explore the application of AI in business
- Conduct data cleansing of current CRM systems
- Enable effective data visualization techniques for sales reporting
- Assist in user testing for the new CRM system (STELLAR)
- Support the training for the new CRM deployment and PowerPoint preparation
- Prepare final internship presentation utilizing AI tools and techniques

### YOUR PROFILE

- Bachelor degree in Business (Commerce) or related disciplines
- Good command of spoken and written English and Cantonese
- Good PC knowledge of MS Applications

# Summer Intern (Human Resources)

## YOUR TASKS

**Working Location: Ngau Tau Kok**

**\*\* The internship must be credit-bearing, requiring interns to earn academic credits during their program or as a graduation requirement.**

### **Responsibilities:**

- To assist in the planning and execution of HR employee engagement, learning & development programs and initiatives including material design & communication and on-site support
- To assist in continuous improvement projects by using digitalization initiatives
- To take part in ad-hoc projects and tasks as assigned e.g. conducting research, assisting with special events, or supporting specific initiatives

## YOUR PROFILE

- Bachelor degree in Human Resources, Business Management, Communications, Mathematics or other related disciplines
- Good command of spoken and written English and Cantonese
- Good PC knowledge of MS Applications. Knowledge of dashboard apps / software is an advantage
- Self-motivated and possess a can-do attitude

# Summer Intern in Information Technology - Service Management

## YOUR TASKS

Work Location: Ngau Tau Kok

**\*\*The internship must be credit-bearing, requiring interns to earn academic credits during their program or as a graduation requirement.**

## Responsibilities

- Documentation of Service Management Department workflow
- Assist in implementing Information Security Awareness activities in collaboration with Information Security & Data Protection department
- Design Global Service Now (GSN) forms to facilitate Self-Help IT service
- Preparation for the "I Love IT" event includes tasks such as designing posters and organizing activities

## YOUR PROFILE

- Bachelor degree in Information Technology or related disciplines
- Video shooting and editing skills are an advantage
- Good command of spoken and written English and Cantonese
- Good PC knowledge of MS Applications

# Summer Intern (Ground Operations)

## YOUR TASKS

Working Location: Tsing Yi

**\*\* The internship must be credit-bearing, requiring interns to earn academic credits during their program or as a graduation requirement.**

### Responsibilities:

- Assist in handling undelivered shipments and follow up with respective customers
- Identify and propose opportunities for streamlining the undeliverable process
- Handle in/outbound shipments in accordance with DHL global operating standards
- Perform shipment pickup and delivery (around 1 week)
- Provide administrative support for the team and support in company activities

## YOUR PROFILE

- Bachelor degree in Logistics (Transportation Logistics Management / Supply Chain Management) or related disciplines
- Good PC knowledge in MS Excel and MS Word
- Good command of spoken and written Cantonese and English
- Interested to pursue career in logistics and express industry after graduation
- Some part time working experience or internship experience is preferable

## OUR OFFER

- Strong career support in an international environment
- Great culture and colleagues
- Multifarious benefit program

Do you see a personal challenge in these versatile and responsible tasks? Then apply now!

We look forward to receiving your application!