



裘錦秋中學(屯門)
Ju Ching Chu Secondary School (Tuen Mun)

地址：香港屯門楊青路 28 號

Address: 28 Yeung Tsing Road, Tuen Mun, Hong Kong

網址 Web site: <http://www.jcctm.edu.hk> 電話 Tel.: (852)-2461 1555 傳真 Fax: (852)-2464 6161 電郵 E-mail: mail@jcctm.edu.hk

家長通告 2023-2024/291
大昌行集團有限公司暑期實習工作體驗

敬啟者：

為幫助學生規劃日後學業或職場發展，生涯規劃組與大昌行集團有限公司合作，為高中學生提供暑期實習計劃。本計劃是透過讓學生在親身體驗職場實況，了解人力資源部、職業安全健康部、物業部以及汽車服務銷售部的工作情況。實習詳情如下：

日期	8 月 5-9 日(星期一至五)
時間	上午 9 時 15 分至下午 5 時 45 分
實習地點	九龍灣區辦公室（由實習機構安排）
實習名額	4 名
實習內容	詳見附件之工作描述
交通安排	自行往返實習地點
備註	1. 午膳時間為1小時，由實習機構安排。 2. 帶備充足的飲用水。 3. 天氣惡劣安排： ➤ 當天文台發出紅色或黑色暴雨警告、八號預警或以上熱帶氣旋警告信號，而教育局宣布學校停課時，是日實習活動將會取消。

請同學踴躍報名，截止報名日期為 7 月 22 日。有關活動取錄結果將以 eClass 通知，如在 7 月 26 日後仍未收到取錄通知，即作落選論。如有查詢，請致電 24611555 與生涯規劃組張鎮良主任聯絡。

此致
貴家長

裘錦秋中學(屯門)

陳月平校長謹啟

二零二四年七月十五日



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附件：實習內容資料（由大昌行集團有限公司提供）

Group Human Resources Division

Type: office role

Working location: Kowloon Bay Office

Working hour: Monday to Friday, 9:15am to 5:45pm with 1-hour lunch break

No. of student: 1

Job duties:

- Support and experience the daily operations (e.g. participate the interviews, training class arrangement)
- Perform administrative tasks, such as employee profile arrangements, staff data confidential handling, employee activities coordination

Group Services Division - Occupation Safety & Health Department

Type: office role

Working location: Kowloon Bay Office

Working hour: Monday to Friday, 9:15am to 5:45pm with 1-hour lunch break

No. of student: 1

Job duties:

- Assist the team to conduct regular safety inspections in different locations to ensure environmental, health & safety requirements are fulfilled
- Support on-site audits conducted by safety auditor
- Attend the environmental, health & safety training courses to frontline staff
- Participate in work injury cases liaison
- Safety management system data entry

Group Services Division - Property Department

Type: office role

Working location: Kowloon Bay Office

Working hour: Monday to Friday, 9:15am to 5:45pm with 1-hour lunch break

No. of student: 1

Job duties:

- Support the leasing of properties, lease agreements review, overall management of a mixed portfolio of commercial, industrial properties
- Involve in the liaison with tenants related to property management
- Understand how to manage building services to DCH Building



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Motor Services - Sales Department

Type: office role

Working location: Kowloon Bay Office

Working hour: Monday to Friday, 9am to 5:30pm with 1-hour lunch break

No. of student: 1

Job duties:

- Assist in vehicle inspection and preparation work for the salesman
- Provide general enquires to salesman regarding vehicle delivery process and pick up schedule
- Provide clerical support in recording vehicle inventory