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# MOCK INTERVIEW

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## Programme

 **24th November, 2017 Deadline of Application**

An electronic application in format of MSWord or pdf should consist of the following documents. Completed application shall be sent to [jane.huynh@clp.com.hk](mailto:jane.huynh@clp.com.hk).

- Application Form
- Resume
- Cover Letter

(Note: Hardcopy application will NOT be accepted.)

 **1st December to 31st January 2018 Interview Period**

Email will be sent to successful applicants and interview appointment will also be made during the period.

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## Application Form for Mock Interview Programme

<b>Post:</b> _____	
<b>PERSONAL PARTICULARS</b>	
Surname	Given Name (in full)
Name in Chinese (if applicable)	Sex
Curriculum/Year	University.
Email Address	Contact Number:
Remarks	
<input type="checkbox"/> I confirm that I read and accept the liability release statement.	
<p><b>NOTES TO APPLICANTS:</b></p> <ul style="list-style-type: none"> <li>- This application form should be clearly written in <b>block letters</b>. Please use separate sheets for details or explanations if necessary. The completed application form should be attached with the cover letter and resume.</li> <li>- You are requested to attach a <b><u>COVER LETTER</u></b> and <b><u>RESUME</u></b> to your application form.</li> <li>- You should select a post in attached sample jobs list and entry in this application form.</li> <li>- All information given in this form will be treated as CONFIDENTIAL documents and for the purpose of the mock interview programme ONLY.</li> <li>- Application will be considered on first come first served basis. HKIE MMNC student members will have a priority on this selection, however, non HKIE MMNC student members are also welcomed.</li> <li>- Provision of full and complete information in application and completion of all items on the application form are obligatory for selection purposes.</li> <li>- Selected students will be informed via email and interviewer will be assigned to the students. Students will be arranged to have interviews at real office environment. Professional feedback on individual's CV write-up and interview performance will be given.</li> <li>- Completed application forms, cover letters and resumes should be returned to <b>jane.huynh@clp.com.hk</b> on or before <b>24th November, 2017</b>. Late applications will not be accepted. Hardcopy of applications will also not be accepted.</li> <li>- By submitting your application, you would be confirming your <b>ACCEPTANCE OF THE LIABILITY RELEASE STATEMENT</b>, as follow:</li> </ul> <p><b>Liability release</b></p> <p>I acknowledge that the mock interview is a volunteer program. I expressly assume all risk associated with the programme in any way affiliated with The Hong Kong Institution of Engineers, Mechanical, Marine, Naval Architecture &amp; Chemical Division (HKIE MMNC). Moreover, I hereby release and hold HKIE MMNC harmless for any and all negligent acts in any way related to the mock interview activities. I agree that I shall be responsible for my safety, and any injuries I may sustain. I agree that I will not hold liable or responsible HKIE MMNC or any personnel associated with any of the above, whether employees, agents, independent contractors, team leaders or other volunteers.</p>	

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### Job Specification

#### Mechanical/Chemical Engineer trainee

● **Entry Requirements:**

*A degree in Mechanical/Chemical Engineering or a related subject or a qualification, which satisfies the academic requirements for corporate membership of the Mechanical/Chemical discipline of the HKIE and for admission into the HKIE Training Scheme 'A';*

■ **Duties:**

*Successful candidates will receive practical training under professional guidance meeting the training requirements of the relevant professional institutions. The training period is two years for the above posts.*

Job 1-- Government

Job 2-- Contractor

#### Assistant Engineers

◆ **Entry Requirements:**

*(a) A university degree in an engineering discipline plus at least 2 years working experience, or holder of higher certificate in relevant discipline plus at least 3 years working experience.*

*Relevant working experience preferred but not mandatory;*

*(b) A good team player with strong analytical skills and self-initiative; and*

*(c) Proficient in both written and spoken English and Chinese*

● **Duties:**

*Responsible for assisting Engineers to prepare documents monitoring site progress, safety, project billing, equipment and materials procurement, and liaising with various parties on site.*

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### JOB 3-- Consultant

#### Assistant Engineers

● **Entry Requirements:**

To qualify for the above vacancies, you should also possess the following requirements:-

(a) Honors Degree in Mechanical/Chemical Engineering or related disciplines;

(b) Grade 3 or above in both English and Chinese in HKDSE; and

(c) Experience in consultant design and contract supervision is a must.

Experience in PRC projects is preferable. Fluency in Putonghua is an advantage

◆ **Duties:**

(a) Execute project coordination;

(b) Carry out design, analyze and project supervision; and

(c) General drafting.

### Job 4-- Sale and Marketing

#### Sales Engineer

■ **Entry Requirements:**

College/university graduates of Mechanical/Chemical Engineering (or relevant discipline) with proficiency in both written and spoken Chinese and English.

◆ **Duties:**

To promote sales of commercial refrigeration equipment, including walk-in coolers, blast freezing system, ice making machines, etc. to catering institutions and food factories.

Administration and sales coordination work with customers and oversees equipment manufacturers.

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### Job 5-- Public Utility

#### Power/Energy Business Graduate Trainee

- **Entry Requirements:**

- (a) A recognized university degree in Electrical / Chemical / Mechanical Engineering or above;
- (b) Excellent academic performance; and
- (c) Good communication skills and good command of both written and spoken English and Chinese (Cantonese & Mandarin).

- **Duties:**

- (a) Maintenance Activities in our **Maintenance Department**, which include reviewing engineering documentation, writing maintenance procedures, setting up computer based maintenance systems and establishing cost effective maintenance strategies etc.;
- (b) Operation Activities in our **Operation Department**, which include providing technical and engineering support for the shift operation team, acting as Authorized Person or Senior Authorized person to carry out Electrical and Mechanical isolation and issuing safety documents, conducting process safety and optimization projects, performing first line maintenance or emergency maintenance for the operating plants, etc.; and
- (c) You will be required to perform shift duties.

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### Job 6-- Factory

#### Quality Specialist \ Controller

◆ **Entry Requirements:**

- (a) a Bachelor degree (Hons) in Industrial engineering or related disciplines from a Hong Kong university or equivalent;
- (b) knowledge in moulds and molding parts and manufacturing process; and
- (c) fluent English, Mandarin and Cantonese are essential.

● **Duties:**

- (a) ensure the production and delivery of zero defects products;
- (b) transfer and implement high quality standards to the factory workforce and management team; and
- (c) closely monitor production status and quality standard online and final inspection in supplier's factory