

# Your Career Pilot

## Develop your professional career path

Aimed at high-calibre undergraduates in their penultimate year, our Internship Program is a fantastic opportunity to experience life and add valuable work shadowing to your resume. In SWCS, here is your career pilot.

With professional team of nearly hundred professionals, specialities and supporting staff, we support over 250+ clients globally. We deliver a wide range of Professional Services from Company Secretarial & Compliance, Corporate Governance, Risk Management, Trust Services, Environmental, Social & Governance ("ESG") Reporting & Consultancy, Specialities Consultancy to Corporate Supporting where and when our clients need.

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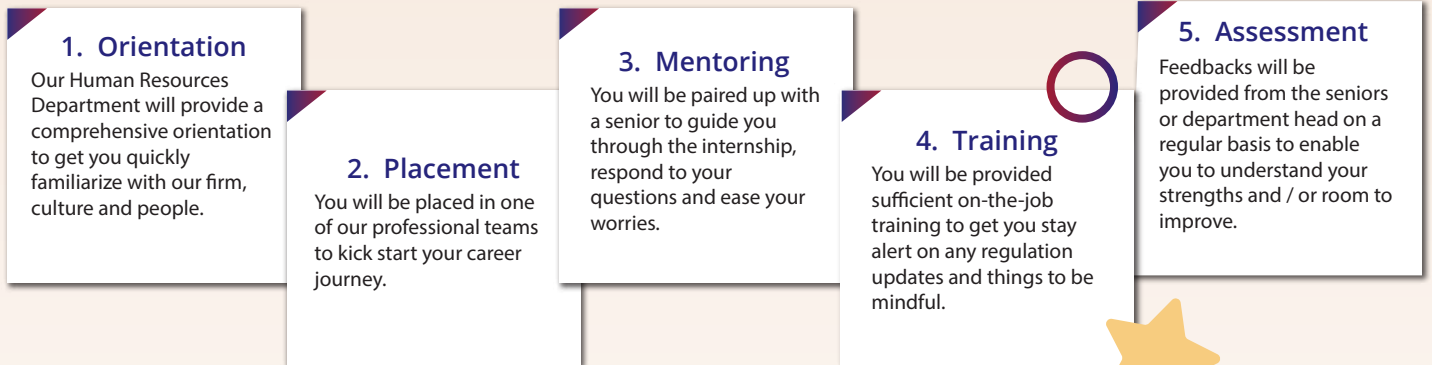
A member of SWCS Group



# About our Internship Program

Our Internship Program offers you an exciting opportunity to participate in challenging engagements. In addition to the real life working experience alongside with our professional staff, our seniors will actively provide support and guidance.

It's a chance to get a taste for what it's really like to work in a leading professional corporate services firm. SWCS is committed to a culture of continuous learning and provides comprehensive training programs to nurture both your professional and personal development.



## SWCS career path for Professional Services



## Frequently asked questions

### 1. How to apply?

If you have a strong interest in our profession and wish to be at the forefront of the industry and explore new opportunity, please submit your resume at [hr@swcsgroup.com](mailto:hr@swcsgroup.com) to get in touch with our Human Resources Department.

### 2. Do I get paid and what are the daily working hours?

SWCS paid an hourly rate to all interns, selected candidates are expected to work at least 2 days a week.

### 3. How long does the internship last for?

The internship lasts for approximately 3 months, but SWCS reserves the rights to shorten or extend your internship subject to your performance and availability. SWCS also offers full time Summer Internship Program.

### 4. To be eligible, you must:

- ✓ If you are in your penultimate year or above at university or currently enrolled in a degree program major in Accountancy; Corporate Governance; BBA & Legal Studies / Environmental Science;
- ✓ Proficiency in English, Mandarin and Cantonese; or other language is a plus;
- ✓ Strong interest in pursuing a career in our Professional Services;
- ✓ With detail-minded and a team player

### 5. Opportunity to convert to permanent position after graduated?

Yes, if we have received a high recommendation from your seniors, there is always a possibility.

### 6. What are my daily tasks during the internship?

- You have to assist and provide support work to one of the below professional teams:
- Company Secretarial Department
  - Marketing & Business Development Department
  - Compliance & Risk Management
  - Sustainability & ESG Services
  - Trust Services
  - Technical & Practice Management