



Summer Internship Programme 2017 – Asset and Wealth Management Sector

Internship Position number : **1703AM01**

Company Name :	AXA Investment Managers Asia Limited					
Website Address :	www.axa-im.com.hk					
Position Title :	Client Service and Marketing Officer				Job Cat :	AM
Number of Positions :	1	Internship Duration:	8	Weeks		
Main Duties : Discover how a Global Asset Management company works. Understand the specificities of a Sales Department, through various duties : 1. Assist the marketing team on tasks such as our website maintenance and updates 2. Proof reading on marketing documents in English and Chinese 3. Search on venues/ events for clients purposes 4. Assist the client service team on tasks such as account opening and report preparation 5. Arrange meeting materials update and sign-off						
Requirements : 1. Fluent in Cantonese, Putonghua and English 2. Attention to details 3. Chinese writing						
Working Location :	Quarry Bay, Hong Kong					
Working Hours :	Mon to Fri	9.00am	to	5.30pm	Meal Break	1 hour
	Sat	N/A	to	N/A	Meal Break	N/A
Other Supplementary Information :						