



Summer Internship Programme 2017 – Asset and Wealth Management Sector

Internship Position number : **1703AM02**

Company Name :	AXA Investment Managers Asia Limited					
Website Address :	www.axa-im.com.hk					
Position Title :	Chief Operating Officer (COO) Intern			Job Cat :	AM	
Number of Positions :	1		Internship Duration:	8 Weeks		
Main Duties : Discover how a Global Asset Management company works. Support COO office, through various tasks and projects, including : <ol style="list-style-type: none">1. Supporting APAC COO to enhance regional governance2. Providing assistance for Legal and Compliance teams to draft and review relevant company documentation3. Updating relevant Sharepoint sites for Support and Control function departments, to enhance cross-department collaboration4. Providing administrative assistance to Operations and Finance teams in filing and reviewing of documentation						
Requirements : <ol style="list-style-type: none">1. Fluent in English2. Good Excel, Word and Powerpoint skills are required3. Good interpersonal skills4. Can-do attitude						
Working Location :	Quarry Bay, Hong Kong					
Working Hours :	Mon to Fri	9am	to	5.30pm	Meal Break	1 hour
	Sat	N/A	to	N/A	Meal Break	N/A
Other Supplementary Information :						