



Summer Internship Programme 2017 – Asset and Wealth Management Sector

Internship Position number : **1704WB02**

Company Name :	BANK OF COMMUNICATIONS CO., LTD. HONG KONG BRANCH					
Website Address :	www.bankcomm.com.hk					
Position Title :	SUMMER INTERN-WEALTH MANAGEMENT				Job Cat :	WB
Number of Positions :	4		Internship Duration:	8 Weeks		
Main Duties :						
<ol style="list-style-type: none"> 1. Provide timely clerical support to all wealth management functional teams 2. Assist Investment Services Manager in wealth management business planning and sales monitoring on wealth management 3. Work closely with wealth management teams on improving product delivery process include insurance and credit card and system workflow 4. Participate in investment business tracking projects, provide support through active monitoring and regular review on sales results 5. Provide support on disseminating, retrieving, filtering and storing of financial market information 6. Interact with other functional teams of the Department to ensure all assigned projects and tasks are completed on schedule 						
Requirements :						
<ol style="list-style-type: none"> 1. Preferably student major in Management, Accounting, Economics, Finance, Risk Management, or related disciplines, graduating in 2018 or 2019 2. Outstanding academic achievement with GPA of 3 or above preferred 3. Available to work full time from June 2017 to early Sept 2017 4. Possess strong interpersonal, communication and analytical skills 5. Strong self-motivation and willingness to learn 6. Superior time management, organizational and multi-tasking abilities 7. Highly curious, with a strong interest in financial markets and economic trends 8. Able to complete projects independently as well as through team collaboration; professional and discrete 9. Proficient in both English and Chinese, with proficiency in Putonghua an advantage 10. Prior experience in bank middle office/operations or risk control is definitely an advantage 11. Good knowledge of application software (MS Word, Excel, Powerpoint) & Chinese Word processing 						
Working Location:	WANCHAI					
Working Hours:	Mon to Fri	9:00AM	to	6:00PM	Meal Break	1 HOUR
	Sat	-	to	-	Meal Break	-
Other Supplementary Information:						