



Summer Internship Programme 2017 – Asset and Wealth Management Sector

Internship Position number : **1705WB01**

Company Name :	Bank of Montreal Hong Kong Branch					
Website Address :	www.bmo.com					
Position Title :	Intern – HR				Job Cat :	WB
Number of Positions :	1	Internship Duration:	8	Weeks		
Main Duties : Working closely with HR team and other line of business colleagues in Hong Kong. The intern will be responsible for providing clerical support to the team, system input, daily administrative and ad-hoc project support, under immediate manager's supervision. Accountabilities Team assistance <ul style="list-style-type: none">• Provide clerical support• Assist in implementing HR policies and procedures• Co-ordinate internal training sessions• Provide ad-hoc project support						
Requirements: <ol style="list-style-type: none">1. Ability to prioritize tasks and handle numerous assignments simultaneously2. Good knowledge in MS Office3. Self-initiative, independent, motivated and able to work under pressure4. Professional, flexible and resourceful with a can do attitude5. Understanding and demonstrating good problem solving skills6. Willingness to learn and ability to grasp new concepts quickly7. Strong risk sense and appreciate confidentiality						
Working Location :	36F, One Exchange Square, Central, Hong Kong					
Working Hours :	Mon to Fri	9am	to	6pm	Meal Break	
	Sat	-	to	-	Meal Break	
Other Supplementary Information :						