



Summer Internship Programme 2017 – Asset and Wealth Management Sector

Internship Position number : **1705WF01**

Company Name	Bank of Montreal Hong Kong Branch					
Website Address	www.bmo.com					
Position Title	Intern – Trust Team				Job Cat :	WF
Number of Positions	1		Internship Duration:	8 Weeks		
<p>Main Duties : Working closely with Private Banking Trust team and other Private Banking 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.</p> <p>Accountabilities: Team assistance</p> <ul style="list-style-type: none"> • Providing clerical support • System input • Daily administrative • Ad-hoc project support 						
<p>Requirements :</p> <ol style="list-style-type: none"> 1. Good knowledge in MS Office, especially MS Outlook and Excel 2. Self-initiative, independent, motivated and able to work under pressure 3. Professional, flexible and resourceful with a can do attitude 4. Understanding and demonstrating good problem solving skills 5. Willingness to learn and ability to grasp new concepts quickly 6. 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 :						