



## Summer Internship Programme 2017 – Asset and Wealth Management Sector

Internship Position number : **1705WM02**

Company Name :	Bank of Montreal Hong Kong Branch					
Website Address :	<a href="http://www.bmo.com">www.bmo.com</a>					
Position Title :	Intern – Business Management Team				Job Cat :	WM
Number of Positions :	1	Internship Duration:	8 Weeks			
<b>Main Duties :</b> Working closely with Private Banking Business Management team and other Private Banking colleagues in Hong Kong. The intern will be responsible for providing administrative and ad-hoc project support, under immediate manager's supervision.						
<b>Accountabilities</b> Team assistance <ul style="list-style-type: none"><li>• Administrative support</li><li>• Ad-hoc project support</li></ul>						
<b>Requirements :</b> <ol style="list-style-type: none"><li>1. Proficient in MS Office, especially Word and Excel</li><li>2. Ability to work both independently and under pressure and take initiative</li><li>3. Positive attitude: a 'can do' approach and willingness to learn</li><li>4. Demonstrate problem solving skills</li></ol>						
Working Location :	36F, One Exchange Square, Central, Hong Kong					
Working Hours :	Mon to Fri	9am	to	6pm	Meal Break	
	Sat	-	to	-	Meal Break	
<b>Other Supplementary Information :</b>						