提升資產財富管理業人才培訓先導計劃
Pilot Programme to Enhance Talent Training for
the Asset and Wealth Management Sector

主辦單位： 香港特別行政區政府財經事務及庫務局
Organiser: Financial Services and the Treasury Bureau of the HKSAR Government

執行伙伴： 香港證券及投資學會
Implementation agent: Hong Kong Securities and Investment Institute

Summer Internship Programme 2017 – Asset and Wealth Management Sector

Internship Position number : **1709WB01**

Company Name :	China International Capital Corporation (HK) Limited		
Website Address :	www.cicc.com		
Position Title :	Intern (Summer-time) – Compliance Department	Job Cat :	WB
Number of Positions :	3	Internship Duration:	4 Weeks

Main Duties :

The job responsibilities associated with this role may be expected to include but not limited to :

1. Assist in conducting client account review projects (eg. professional investor, Anti-Money Laundering, Foreign Account Tax Compliance Act, Common Reporting Standard etc.) for Wealth Management clients.
2. Help perform Anti-Money Laundering checks using the vendor system tools for overnight screening on Wealth Management customer database.
3. Help prepare Anti-Money Laundering surveillance reports for transactions conducted by Wealth Management clients for supervisor's review.
4. Provide support to implement Firm policies and procedures relevant to Wealth Management and Asset Management.
5. Assist in handling and following up on daily client due diligence matters for Wealth Management and Asset Management clients.
6. Perform ad hoc tasks assigned from time to time.

Requirements :

1. Preferably undergraduate students in Law, Finance, Economics, Business Management, Accounting or related discipline.
2. Self-motivated, hardworking, independent and meticulous.
3. Good interpersonal communication skills.
4. Proficiency in both spoken and written English and Chinese, fluency in Mandarin is an advantage.
5. Good command of Office software and other related computer skills.

Working Location : 29/F., One IFC, 1 Harbour View St., Central, HK

Working Hours :	Mon to Fri	0900	to	1800	Meal Break	1200-1300
	Sat	-	to	-	Meal Break	

Other Supplementary Information :

Disclaimer: The preceding job description has been designed to indicate the general nature and level of the work performed by employees within this classification. It is not designed to contain or be interpreted as the comprehensive inventory of all duties, responsibilities and qualifications required of employees assigned to this job.