



Summer Internship Programme 2017 – Asset and Wealth Management Sector

Internship Position number : **1713AM01**

Company Name :	E Fund Management (HK) Co., Ltd					
Website Address :	www.efunds.com.hk					
Position Title :	Intern – Operations				Job Cat :	AM
Number of Positions :	1		Internship Duration:	4 – 8 Weeks		
Main Duties :						
1. Assist to prepare daily fund valuations and performance report						
Requirements :						
1. Fluent in spoken and written in English and Mandarin;						
2. Excellent numeric and computer skills including Excel;						
3. Efficient, proactive and responsible;						
4. Willing to learn.						
Working Location :	Central					
Working Hours :	Mon to Fri	0900	to	1730	Meal Break	1230-1400
	Sat	off	to		Meal Break	
Other Supplementary Information :						