



Summer Internship Programme 2017 – Asset and Wealth Management Sector

Internship Position number : **1715AM02**

Company Name :	Franklin Templeton Investments (Asia) Limited					
Website Address :	http://www.franklintempletoncareers.com/					
Position Title :	Summer Intern – Global RFP Management				Job Cat :	AM
Number of Positions :	1	Internship Duration:		8 – 12 Weeks		
Main Duties : Are you ready to bring your knowledge from the classroom to the business world? Our Internship spans between 8 to 12 weeks and you will have opportunity to develop your skills with the core business areas across Franklin Templeton Investments. During this Internship program, you will be part of a team, working with great people and learning about the industry, our clients and our firm. - The Global RFP (Request For Proposal) Management Intern will be expected to provide support to current team members on matters relating to day-to-day RFP projects, for both institutional and retails clients located in the APAC region. This would include some filing and updating of folders as well as working on live requests involving creating/updating RFP documents in Word and Excel.						
Requirements : If you are currently pursuing your undergraduate degree with the following skills and attributes: 1. Major in Finance/ Business/ Economics, 2 nd and 3 rd year preferred 2. Minimum GPA 3.0 or equivalent preferred 3. Keen interest in developing a career in financial services 4. Proficiency in both English and Chinese language 5. Strong verbal and written communication as well as presentation skills 6. Solid analytical skills and attention to detail 7. Eagerness to learn and a desire to be a team player 8. Proficient computer skills						
Working Location :	Chater House, Central, Hong Kong					
Working Hours :	Mon to Fri	9:00AM	to	6:00PM	Meal Break	75 minutes
	Sat		to		Meal Break	



Other Supplementary Information :

- Franklin Templeton Investments is a leading global investment organization due to the efforts of our greatest assets – our employees. We have over 9,000 employees working in 60 offices around the world, servicing investment solutions for our clients in more than 150 countries.
- Franklin Templeton Investments' internships are designed to enhance your academic background and give you exposure to the investment industry in corporate setting while completing your education. Based on our business needs, we recruit interns for a variety of areas span across the Company.
- Applicants will need to apply via the Company's career page.