



Summer Internship Programme 2017 – Asset and Wealth Management Sector

Internship Position number : **1718AB01**

Company Name:	Invesco Hong Kong Limited					
Website Address:	www.invesco.com					
Position Title:	Channel Marketing Associate				Job Cat:	AB
Number of Positions:	1	Internship Duration:		8 Weeks		
Main Duties: <ol style="list-style-type: none">1. Support the line manager to implement marketing activities and provide necessary support (above-the-line, below-the-line, online, events, etc.) to institutional and private banks channels2. Work closely with internal teams and external vendors to prepare marketing materials3. Provide administrative support						
Requirements: <ol style="list-style-type: none">1. Excellent verbal and written communications skills in both English and Chinese2. Ability to work well in a team environment, as well as to handle multiple concurrent assignments, work independently, and assume personal responsibility for deliverables3. Ability to adhere to deadlines while managing multiple projects4. Pay close attention to details5. Advanced computer skills including MS Word, Excel, PowerPoint and Chinese word processing6. Some knowledge of investment products						
Working Location:	41/F, Champion Tower, 3 Garden Road, Central, Hong Kong					
Working Hours:	Mon to Fri	9:00	To	18:00	Meal Break	1 hour
	Sat	n/a	To	n/a	Meal Break	n/a
Other Supplementary Information:						