



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

Internship Position number : **1718AB02**

Company Name:	Invesco Hong Kong Limited					
Website Address:	<a href="http://www.invesco.com">www.invesco.com</a>					
Position Title:	Marketing Communications Intern				Job Cat:	AB
Number of Positions:	1		Internship Duration:	8 Weeks		
Main Duties:						
<ol style="list-style-type: none"> <li>1. Support the focused fund material production-writing and editing marketing collateral</li> <li>2. Help edit and write some internal communications articles</li> <li>3. Assist the PR manager on media arrangements and interview coordination</li> <li>4. Write and review media by-lined articles based of our investment insights</li> <li>5. Review translated thought leadership and other market insights pieces in Chinese</li> <li>6. Ad-hoc work as assigned</li> </ol>						
Requirements:						
<ol style="list-style-type: none"> <li>1. Fluency in English and Chinese (Cantonese and Mandarin) reading and writing</li> <li>2. Proficiency with project management under tight deadlines</li> <li>3. Some knowledge of financial markets and economics</li> <li>4. Team player and detail oriented</li> <li>5. Strong work ethic and interest in marketing and communications</li> </ol>						
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:						