



Summer Internship Programme 2017 – Asset and Wealth Management Sector

Internship Position number : **1718AB03**

Company Name:	Invesco Hong Kong Limited					
Website Address:	www.invesco.com					
Position Title:	Recruitment Assistant, Human Resources				Job Cat:	AB
Number of Positions:	1	Internship Duration:	8 Weeks			
Main Duties: <ol style="list-style-type: none"> Attend candidate interviews with Recruitment consultant Write up, organize and record meeting notes, candidates' and managers' feedback Liaise with internal parties and external recruitment agent on scheduling and appointment Collect and consolidate Asia Pacific Recruitment Activity Reports on a weekly basis Collect market intelligence / people moves from daily news and press release Preparation work on the recruitment of Management Associate for 2018 Some admin duties in Human Resources area as required 						
Requirements: <ol style="list-style-type: none"> Minimum completion of 2nd year Bachelors in Human Resources, Economics or Business Administration preferred Good English skills, spoken and written Details oriented, capability in multi-tasking Strong organizational skills Collaborative and a strong team player Discreet and highly ethical 						
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: This position reports to the Head of Talent Acquisitions, Asia Pacific The incumbent can expect to: <ul style="list-style-type: none"> Gain a general understanding of each function and team structure within the Asset Management industry Learn to use the Taleo recruitment system, one of the widely used systems within the financial industry Learn basic interview process and skills 						