



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

Internship Position number : **1719AF01**

Company Name:	Legg Mason Asset Management Hong Kong Ltd					
Website Address:	<a href="http://www.leggmason.com.hk">www.leggmason.com.hk</a>					
Position Title:	Client Service Associate				Job Cat:	AF
Number of Positions:	1	Internship Duration:	8 Weeks			
<p><b>Main Duties:</b></p> <ol style="list-style-type: none"> <li>1. Support the Business Development Manager in helping them develop their key intermediary relationships</li> <li>2. Liaise with intermediary clients on house investment views ad products</li> <li>3. Understand and keep abreast of the investment process and style of the relevant Legg Mason affiliates</li> <li>4. Follow up attendees of company and industry presentations</li> <li>5. Assist in roadshow/events and seminar development</li> <li>6. Keep abreast of the administration and dealing procedures</li> </ol>						
<p><b>Requirements:</b></p> <ol style="list-style-type: none"> <li>1. Some knowledge and background of the mutual fund market</li> <li>2. Understanding of the sales process</li> <li>3. Good communicator</li> <li>4. Well organised</li> <li>5. Team player and able to work well under pressure</li> <li>6. Good attention to detail</li> <li>7. Proficiency in Mandarin and fluent in English is preferred</li> </ol>						
Working Location:	Suites 1202 - 03, 12/F, York House, The Landmark, 15 Queen's Road Central, Hong Kong					
Working Hours:	Mon to Fri	9 am	to	6 pm	Meal Break	1 hour
	Sat		to		Meal Break	
Other Supplementary Information:						