



Summer Internship Programme 2017 – Asset and Wealth Management Sector

Internship Position number : **1720AB01**

Company Name :	Link Asset Management Limited					
Website Address :	http://www.linkreit.com					
Position Title :	Summer Trainee – Asset Management				Job Cat :	AB
Number of Positions :	1	Internship Duration :		8	Weeks	
Main Duties : <ol style="list-style-type: none">1. Provide general administration and support to the team or department2. Communicate with customers, employees and other individuals to answer questions3. Prepare Powerpoint for presentation4. Conduct research and surveys5. Undertake other duties as assigned						
Requirements : <ol style="list-style-type: none">1. Good PC skills (Word, Excel, Powerpoint, Outlook and Chinese Word Processing)2. Good interpersonal and communication skills with customer services oriented mindset3. Be highly attentive to details and accuracy4. Strong sense of responsibility5. Willing to learn						
Working Location :	Kwun Tong					
Working Hours :	Mon to Fri	9 am	to	6 pm	Meal Break	1 pm – 2 pm
	Sat	-	to	-	Meal Break	-
Other Supplementary Information : All summer trainees will be invited to present their learning points and suggestions to senior management at the end of internship program. Trainees with outstanding performance will be shortlisted as the pool of our Management Trainee or Graduate Trainee program in future.						