



Summer Internship Programme 2017 – Asset and Wealth Management Sector

Internship Position number : **1720AB02**

Company Name :	Link Asset Management Limited					
Website Address :	http://www.linkreit.com					
Position Title :	Summer Trainee – Corporate Communications				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. Maintain and update filing, inventory, mailing and database systems3. Communicate with customers, employees and other individuals to answer questions4. Conduct research and surveys5. Undertake other duties as assigned						
Requirements :						
<ol style="list-style-type: none">1. Good command of both written and spoken English and Chinese2. Good PC skills (Word, Excel, Powerpoint, Outlook and Chinese Word Processing)3. Good interpersonal and communication skills with customer services oriented mindset4. Be highly attentive to details and accuracy5. Strong sense of responsibility6. 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 :						
<p>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.</p>						