



Summer Internship Programme 2017 – Asset and Wealth Management Sector

Internship Position number : **1722AB01**

Company Name :	PineBridge Investments Asia Limited					
Website Address :	www.pinebridge.com					
Position Title :	Intern - Compliance				Job Cat :	AB
Number of Positions	1		Internship Duration:	8 Weeks		
Main Duties :						
<ol style="list-style-type: none"> 1. Assist in preparing and submitting certain regulatory filings to Hong Kong SFC; 2. Assist the Compliance Department in updating the Compliance Manual, Code of Ethics, SFC Regulatory Training Materials and Compliance policies, including simple translation if necessary; 3. Assist in performing a risk based Anti Money Laundering Review and monitoring, including screening and adverse news search etc; 4. Assist some simple compliance monitoring program to understand asset management industry and SFC regulatory requirements; 5. Perform ad-hoc tasks as required by Compliance Department, e.g. internal compliance reporting, preparation of power point internal training material, prepare some SFC compliance newsletter; 6. General support to the department for some simple administrative work, including printing, filing, expenses report preparation, internal meeting and training arrangement with HK or the rest of regional offices. 						
Requirements :						
<ol style="list-style-type: none"> 1. Preferably undergraduates in Accounting, Law, Finance or related disciplines 2. Good command of both spoken / written English and Chinese (Mandarin is a plus) 3. Detail-minded, high accuracy, organized and with good interpersonal skills 4. Proficient in Microsoft Word, Powerpoint, Excel and Outlook 						
Working Location	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 :						