



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

Internship Position number : **1722AB02**

Company Name :	PineBridge Investments Asia Limited					
Website Address :	<a href="http://www.pinebridge.com">www.pinebridge.com</a>					
Position Title :	Intern – Human Resources				Job Cat :	AB
Number of Positions :	1	Internship Duration:	8 Weeks			
Main Duties :						
<ol style="list-style-type: none"><li>1. Provide support to recruitment activities such as drafting of job descriptions, screening of CVs, interview scheduling, preparing employment contract, etc;</li><li>2. Prepare new-hire packages and arrange induction meetings for new employees;</li><li>3. Assist in the off-boarding process;</li><li>4. Assist in updating HR policies and staff handbooks;</li><li>5. Assist in the creation and maintenance of personnel files;</li><li>6. Assist in maintaining and updating staff records in HRIS;</li><li>7. Assist in preparing regular reports, e.g. headcount report;</li><li>8. Prepare the logistics of training activities or staff events;</li><li>9. Maintain a set of updated organizational charts for the region;</li><li>10. Provide administrative support to the team;</li><li>11. Other ad-hoc tasks as required.</li></ol>						
Requirements :						
<ol style="list-style-type: none"><li>1. Preferably undergraduates in Human Resources, Psychology or related disciplines</li><li>2. Good Command of both spoken / written English and Chinese (Mandarin is a plus)</li><li>3. Detail-minded, organized and with good interpersonal skills</li><li>4. Competent in MS Office including MS Word and Excel</li></ol>						
Working Location :	Hong Kong					
Working Hours :	Mon to Fri	9:00	to	18:00	Meal Break	1 Hour
	Sat		to		Meal Break	
Other Supplementary Information :						