



Summer Internship Programme 2017 – Asset and Wealth Management Sector

Internship Position number : **1722AF01**

Company Name :	PineBridge Investments Asia Limited					
Website Address :	www.pinebridge.com					
Position Title :	Intern - Marketing				Job Cat :	AF
Number of Positions :	1	Internship Duration:	8 Weeks			
Main Duties : <ol style="list-style-type: none">1. Assist in the production of monthly factsheets, quarterly flipbooks, fund flyers and sales marketing materials;2. Support the development and design of a variety of marketing materials from the production of email marketing campaigns through to the development of fund launch creative themes;3. Assist in the execution and logistics of marketing campaigns and events;4. Provide regional support for key marketing projects;5. Assist in development of marketing campaign metrics;6. Provide input into the development of digital media strategy.						
Requirements : <ol style="list-style-type: none">1. Preferably undergraduates in Economics, Business, Marketing, Graphic Design, Arts or related disciplines2. Fluency in spoken and written English and Chinese (Mandarin is a plus)3. Proficiency in Microsoft Excel & Words, Outlook, Adobe Acrobat Pro, Powerpoint, Photoshop, Illustrator, InDesign & Dreamwaver4. A strong team player5. Confident communicator with excellent proofreading and editing skills, attention to detail critical6. Well-organized and have strong management skills7. Ability to work under pressure and meet tight deadlines						
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 :						