



Summer Internship Programme 2018 – Asset and Wealth Management Sector

Internship Position number : **1801AB04**

Company Name :	Allianz Global Investors GmbH (Shanghai and Hong Kong)					
Website Address :	https://www.allianzgi.com/					
Position Title :	Intern (Legal)				Job Cat	AB
Number of Positions :	1	Internship Duration:			June to August 2018	
Main Duties : <ul style="list-style-type: none"> • Translation and review of fund documents • Maintenance of filing systems: <ul style="list-style-type: none"> • Central Filing (shared drive) • Signature Approval Form (online application) • Document Storage • Updating of: <ul style="list-style-type: none"> • Investment Management Agreements matrix • SFC circular index • AP L&C Monthly Report • Assist with company's secretarial regular records maintenance • Ad-hoc legal research • Other ad-hoc assignments 						
Requirements: (Academic qualifications and/or other skills set) <i>(If there are specific academic attainment requirements such as GPA, please specify.)</i> <ul style="list-style-type: none"> • Excellent traditional and simplified Chinese reading and writing proficiency • Good working knowledge of Microsoft Office Suite (particularly Word and Excel) • Attention to detail • Good organization skills • Law student 						
Working Location :	Central, Hong Kong					
Working Hours :	Mon to Fri	9am	to	5.45pm	Meal Break	1 hour
	Sat		to		Meal Break	
Other Supplementary Information (eg. Any need for student applicants to directly access the employer's recruitment portal, reporting hierarchy, career prospects etc.)						