



Summer Internship Programme 2018 – Asset and Wealth Management Sector

Internship Position number : **1801AM01**

Company Name :	Allianz Global Investors GmbH (Shanghai and Hong Kong)					
Website Address :	https://www.allianzgi.com/					
Position Title :	Intern (China Institutional Business)			Job Cat	AM	
Number of Positions :	2	Internship Duration:	July to August 2018			
Main Duties : <ol style="list-style-type: none">1. Translation of answers to RfP's, client presentations, and initial translation on certain legal / key documents;2. Preparation of client reports and presentations in Chinese and in English;3. Market survey and in-house study;4. Internal communication and administrative affair;5. Other routine affairs that the company may assign from time to time.						
Requirements: <i>(Academic qualifications and/or other skills set)</i> <i>(If there are specific academic attainment requirements such as GPA, please specify.)</i> <ol style="list-style-type: none">1. Five working days per week, and good to work overtime;2. Good in business English and Chinese, both written and spoken;3. Familiar with MS Office as minimum, skill in financial information systems such as WIND and BBG an extra;4. Preferred if have prior intern / working experience;5. Majored in business or finance preferred, but not obligatory.						
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 <i>(eg. Any need for student applicants to directly access the employer's recruitment portal, reporting hierarchy, career prospects etc.)</i>						