



Summer Internship Programme 2018 – Asset and Wealth Management Sector

Internship Position number : **1804WB01**

Company Name :	Bank of Communications (Hong Kong) Limited					
Website Address :	www.hk.bankcomm.com					
Position Title :	Summer Intern – Private Banking				Job Cat	WB
Number of Positions :	4		Internship Duration:	8 Weeks		
<p>Main Duties:</p> <ol style="list-style-type: none"> 1. Work closely with all Private Banking divisions and other departments within the bank 2. Engage in projects that include enhancement of departmental process and system workflow 3. Interact with different functional teams in Private Banking for ad hoc projects handling 4. Provide valuable initiatives for system workflow and daily work-flow 5. Provide support and work closely with Private Banking Operations and Product team to help execute daily work-flow enhancement projects and carry out relevant operation activities 6. Communicate with other functional teams in Private Banking Department to facilitate the appropriate application of the subject projects and activities 						
<p>Requirements: <i>(Academic qualifications and/or other skills set)</i> <i>(If there are specific academic attainment requirements such as GPA, please specify.)</i></p> <ol style="list-style-type: none"> 1. Student major in Management, Accounting, Economics, Finance, Risk Management, or related disciplines, graduating in 2019 or 2020 2. Outstanding academic achievements with GPA of 3 or above preferred 3. Available to work full time from June 2018 to early Sept 2018 4. Possess strong interpersonal, communication and analytical skills 5. Strong self-motivation and willingness to learn 6. Superior time management, organizational and multi-tasking abilities 7. Highly curious, with a strong interest in financial markets and economic trends 8. Able to complete projects independently as well as through team collaboration; professional and discrete 9. Proficient in both English and Chinese, with proficiency in Putonghua an advantage 10. Prior experience in bank middle office / operations or risk control is definitely an advantage 11. Good knowledge of application software (MS Word, Excel, Powerpoint) & Chinese Word processing 						
Working Location :	Central					
Working Hours :	Mon to Fri	9:00 AM	to	6:00 PM	Meal Break	1 Hour
	Sat	-	to	-	Meal Break	-
<p>Other Supplementary Information <i>(eg. Any need for student applicants to directly access the employer's recruitment portal, reporting hierarchy, career prospects etc.)</i></p>						