



## Summer Internship Programme 2018 – Asset and Wealth Management Sector

Internship Position number : **1808WB01**

Company Name :	BOCI-Prudential Trustee Limited					
Website Address :	http://www.bocpt.com					
Position Title :	Summer Intern				Job Cat	WB
Number of Positions :	5	Internship Duration:		12 Weeks		
Main Duties :						
1. Provide clerical and administration support to Pension Administration Team and Client Servicing Team						
2. Provide good customer service in professional manner						
3. Handle ad hoc assignments as required						
Requirements: <i>(Academic qualifications and/or other skills set)</i> <i>(If there are specific academic attainment requirements such as GPA, please specify.)</i>						
1. Undergraduate students who are keen to develop careers in Pension Industry						
2. Possess knowledge in MPF will be an advantage						
3. Self-motivated, independent and proactive to learn						
4. Good command of both written and spoken English and Chinese						
5. (Provide latest academic transcripts upon application)						
Working Location :	12/F., Citicorp Center, 18 Whitfield Road, Causeway Bay, Hong Kong.					
Working Hours :	Mon to Fri	0900	to	1800	Meal Break	75 minutes
	Sat	N/A	to	N/A	Meal Break	N/A
Other Supplementary Information <i>(eg. Any need for student applicants to directly access the employer's recruitment portal, reporting hierarchy, career prospects etc.)</i>						