



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

Internship Position number : **1809WB01**

Company Name :	China International Capital Corporation (HK) Limited					
Website Address :	http://www.cicc.com					
Position Title :	Intern				Job Cat	WB
Number of Positions :	3		Internship Duration:	8 Weeks		
Main Duties :						
<ul style="list-style-type: none"><li>● Assist in conducting client account review projects (e.g. professional investor, Anti-Money Laundering, Foreign Account Tax Compliance Act, Common Reporting Standard, etc.) for Wealth Management clients.</li><li>● Help perform Anti-Money Laundering checks using the vendor system tools for overnight screening on Wealth Management customer database.</li><li>● Help prepare Anti-Money Laundering surveillance reports for transactions conducted by Wealth Management clients for supervisor's review.</li><li>● Provide support to implement Firm policies and procedures relevant to Wealth Management and Asset Management.</li><li>● Assist in handling and following up on daily client due diligence matters for Wealth Management and Asset Management clients.</li><li>● Perform ad hoc tasks assigned from time to time.</li></ul>						
Requirements: <i>(Academic qualifications and/or other skills set)</i> <i>(If there are specific academic attainment requirements such as GPA, please specify.)</i>						
<ul style="list-style-type: none"><li>● Undergraduate in Law, Finance, Economics, Business Management, Accounting, or related discipline</li><li>● Self-motivated, hardworking, independent and meticulous.</li><li>● Team player and work well with people.</li><li>● Good interpersonal communication skills.</li><li>● Proficiency in both spoken and written English and Chinese, fluency in Mandarin is an advantage.</li><li>● Good command of Office software and other related computer skills.</li></ul>						
Working Location :	29/F, One IFC, 1 Harbour View Street, Central, Hong Kong					
Working Hours :	Mon to Fri	0900	to	1800	Meal Break	1200-1300
	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>						