



Summer Internship Programme 2018 – Asset and Wealth Management Sector

Internship Position number : **1811AB01**

Company Name :	CSOP Asset Management Limited					
Website Address :	http://www.csopasset.com					
Position Title :	Legal & Compliance Intern				Job Cat	AB
Number of Positions :	1	Internship Duration:		8 Weeks		
Main Duties :						
1. Work with the Legal and Compliance department in support of all of their activities						
2. Assist to do documents translation and prepare legal documents						
3. Running office errands						
4. Any other ad hoc tasks as assigned						
5.						
6.						
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. Aspire to learn about Asset Management						
2. Law or other related disciplines with emphases on logical thinking and writing skills						
3. Good academic results with a GPA of 3.3 or above, or equivalent						
4. Good communication skills, proficient in both written and spoken English and Mandarin						
5. Available full-time during the internship period						
Working Location :	Central, HK					
Working Hours :	Mon to Fri	8:30	to	5:30	Meal Break	1 hour
	Sat	NA	to	NA	Meal Break	NA
Other Supplementary Information <i>(eg. Any need for student applicants to directly access the employer's recruitment portal, reporting hierarchy, career prospects etc.)</i>						