



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

Internship Position number : **1813AB03**

Company Name :	E Fund Management (HK) Co., Ltd					
Website Address :	<a href="http://www.efunds.com.hk">www.efunds.com.hk</a>					
Position Title :	Intern – Administration				Job Cat	AB
Number of Positions :	1	Internship Duration:		4-8 Weeks		
Main Duties : 1. Assist in office general administrative duties						
Requirements : <i>(Academic qualifications and/or other skills set)</i> <i>(If there are specific academic attainment requirements such as GPA, please specify clearly.)</i> 1. Fluent in spoken and written in English and Mandarin; 2. Excellent numeric and computer skills including PPT; 3. Efficient, proactive and responsible; 4. Willing to learn.						
Working Location :	Central					
Working Hours :	Mon to Fri	0900	to	1730	Meal Break	1230-1400
	Sat	off	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>						