



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

Internship Position number : **1818AB01**

Company Name :	Invesco Hong Kong Limited					
Website Address :	www.invesco.com					
Position Title :	Recruitment Assistant, Human Resources			Job Cat	AB	
Number of Positions :	1	Internship Duration:	8 Weeks			
<p>Main Duties :</p> <ol style="list-style-type: none"> <li>1. Attend candidate interviews with Recruitment consultant</li> <li>2. Write up, organize and record meeting notes, candidates' and managers' feedback</li> <li>3. Liaise with internal parties and external recruitment agent on scheduling and appointment</li> <li>4. Collect and consolidate Asia Pacific Recruitment Activity Reports on a weekly basis</li> <li>5. Collect market intelligence / people moves from daily news and press release</li> <li>5. Preparation work on the recruitment of Management Associate for 2018</li> <li>6. Some admin duties in Human Resources area as required</li> </ol>						
<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"> <li>1 Minimum completion of 2<sup>nd</sup> year Bachelors in Human Resources, Economics or Business Administration</li> <li>2. Good English skills, spoken and written</li> <li>3. Details oriented, capability in multi-tasking</li> <li>4. Strong organizational skills</li> <li>5. Collaborative and a strong team player</li> <li>6. Discreet and highly ethical</li> </ol>						
Working Location :	Central, Hong Kong					
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>						