



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

Internship Position number : **1818AF01**

Company Name :	Invesco Hong Kong Ltd.					
Website Address :	www.Invesco.com					
Position Title :	Greater China Institutional Sales Support			Job Cat	AF	
Number of Positions :	1	Internship Duration:	8 Weeks			
<p>Main Duties :</p> <ol style="list-style-type: none"> <li>1. Conduct market research on institutional and pension related data and materials for the Greater China region.</li> <li>2. Assist to download data and produce data analysis as needed for the sales teams</li> <li>3. Prepare/update PowerPoint presentation as required</li> <li>4. Support Sales activities including event/client meeting / travelling arrangement</li> <li>5. Ad-hoc project 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. Strong attention to details and numbers sensitive</li> <li>2. Good communication skills in both English and Mandarin a must</li> <li>3. Excellent Excel and PowerPoint skills</li> <li>4. Open-minded and flexible</li> <li>5. Driven, disciplined, punctual, patient and humble</li> <li>6. Strong team spirit and collaborative</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>						