



Summer Internship Programme 2018 – Asset and Wealth Management Sector

Internship Position number : **1818AF02**

Company Name :	Invesco Hong Kong Limited					
Website Address :	www.invesco.com					
Position Title :	Greater China Management Office Support			Job Cat	AF	
Number of Positions :	1	Internship Duration:	4 Weeks			
Main Duties :						
<ol style="list-style-type: none">1. Provide support to the management office on data clean up and analysis2. Assist on creating data spreadsheet and presentation as required3. Assist the sales teams to complete ad hoc projects4. Assist the CAO of Greater China of pre and post meeting notes						
Requirements: <i>(Academic qualifications and/or other skills set)</i> <i>(If there are specific academic attainment requirements such as GPA, please specify.)</i>						
<ol style="list-style-type: none">1. Strong spirit of teamwork and collaboration.2. Driven, disciplined, punctual, patient and humble.3. Open-minded and flexible.4. Strong written and verbal communication skills.5. Strong attention to details.						
Working Location :	Central, Hong Kong					
Working Hours :	Mon to Fri	9:00am	to	6:00pm	Meal Break	1 hour
	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>						