



Summer Internship Programme 2018 – Asset and Wealth Management Sector

Internship Position number : **1818AM01**

Company Name :	Invesco Hong Kong Ltd.					
Website Address :	www.invesco.com.hk					
Position Title :	Greater China Product Line Management Support			Job Cat	AM	
Number of Positions :	1	Internship Duration:	8 Weeks			
Main Duties :	<ol style="list-style-type: none">1. Update and organize the product approval template2. Consolidate different committee manuals / TOR with the product procedural manuals3. Migrate and organize the product approval documents from share folders to share point.4. Assist in the Product Line Management exercise or product development process, including coordination between stakeholders and reviewing shareholder notices or offering documents.					
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. Undergraduate degree Year 3 students major in Accounting, Economics, Business or Finance, with GPA 3.2 or above preferred.2. A team player with good interpersonal skills and project management skills.3. Positive attitude and willing to learn4. Able to multi-task and work under tight deadlines					
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	
Other Supplementary Information <i>(eg. Any need for student applicants to directly access the employer's recruitment portal, reporting hierarchy, career prospects etc.)</i>						