



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

Internship Position number : **1818AM02**

Company Name :	Invesco Hong Kong Limited					
Website Address :	www.invesco.com					
Position Title :	Client Services Assistant, Client Relations			Job Cat	AM	
Number of Positions :	1	Internship Duration:	8 Weeks			
<b>Main Duties:</b> <ol style="list-style-type: none"><li>1. Proactively build understanding of services required by Asia Institutional clients.</li><li>2. Collect and review existing client activity records and generate ideas to analyses the data trend.</li><li>3. Explore ways and design an operational flow for enhanced data management and presentation.</li><li>4. Establish KPIs reporting format for three CR teams and one page presentation deck.</li><li>5. Work closely with Asia Head of Client Relations and assist any ad-hoc project during assignment period</li></ol>						
<b>Requirements:</b> <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"><li>1. Proficiency with Microsoft Office (Word, Excel, and PowerPoint)</li><li>2. Able to analyze data and present in logical way for end users</li><li>3. Effective communication and presentation (written and verbal)</li><li>4. High accuracy and attention to details</li><li>5. Ability to cooperate in a team environment</li><li>6. An understanding of financial services industry is preferable</li><li>7. Fluent English and Cantonese/Mandarin speaker</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	
<b>Other Supplementary Information</b> <i>(eg. Any need for student applicants to directly access the employer's recruitment portal, reporting hierarchy, career prospects etc.)</i>						