



Summer Internship Programme 2018 – Asset and Wealth Management Sector

Internship Position number : **1819AF01**

Company Name :	Legg Mason Asset Management Hong Kong Limited					
Website Address :	www.leggmason.com.hk					
Position Title :	Client Service Associate				Job Cat	AF
Number of Positions :	1		Internship Duration:	8 Weeks		
<p>Main Duties :</p> <ol style="list-style-type: none"> 1. Support the Business Development Manager in helping them develop their key intermediary relationships 2. Liaise with intermediary clients on house investment views and products 3. Understand and keep abreast of the investment process and style of the relevant Legg Mason affiliates. 4. Follow up attendees of company or industry presentations. 5. Assist in roadshow / events and seminar development 6. Keep abreast of the administration and dealing procedures. 						
<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"> 1. Some knowledge and background of mutual fund market 2. Understanding the sales process 3. Good communicator 4. Well organised 5. Team player and able to work well under pressure 6. Good attention to details 7. Proficiency in Mandarin and fluent in English in preferred 						
Working Location :	12-02/03, 12 th Floor, York House, The landmark, 15 Queen's Road, Central, Hong Kong.					
Working Hours :	Mon to Fri	9 am	to	6 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>						