



Summer Internship Programme 2018 – Asset and Wealth Management Sector

Internship Position number : **1822AB01**

Company Name :	PineBridge Investments Asia Limited					
Website Address :	www.pinebridge.com					
Position Title :	Intern – Compliance				Job Cat	AB
Number of Positions :	1	Internship Duration:	8 Weeks			
Main Duties :						
<ul style="list-style-type: none"> • Assist in preparing and submitting certain regulatory filings to Hong Kong SFC; • Assist the Compliance Department in updating the Compliance Manual, Code of Ethics, SFC Regulatory Training Materials and Compliance policies, including simple translation if necessary; • Assist in performing a risk based AML Review and monitoring, including screening and adverse news search...etc.; • Assist some simple compliance monitoring program to understand the asset management industry and SFC regulatory requirements; • Perform ad-hoc tasks as required by Compliance Department, e.g. internal compliance reporting, preparation of Powerpoint internal training materials, and preparation of SFC compliance newsletters; • General support to the department for some simple administrative works, including printing, filing, expenses report preparation, internal meeting and training arrangement with HK or regional offices. 						
Requirements: <i>(Academic qualifications and/or other skills set)</i>						
<i>(If there are specific academic attainment requirements such as GPA, please specify.)</i>						
<ul style="list-style-type: none"> • Undergraduates in Accounting, Law, Finance or related disciplines • Good command of both spoken / written English and Chinese (Mandarin is a plus) • Excellent work attitude, willing to learn, hard-working, detail-oriented, high accuracy, organized and with good interpersonal skills • Proficient in Microsoft Word, Powepoint, Excel and Outlook 						
Working Location :	Hong Kong					
Working Hours :	Mon to Fri	9:00	to	18:00	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>						