



Summer Internship Programme 2018 – Asset and Wealth Management Sector

Internship Position number : **1822AB02**

Company Name :	PineBridge Investments Asia Limited					
Website Address :	www.pinebridge.com					
Position Title :	Intern – Finance				Job Cat	AB
Number of Positions :	1	Internship Duration:		8 Weeks		
<p>Main Duties :</p> <ul style="list-style-type: none"> Responsible for reviewing, sorting and organizing large volume of files, reports and data; Consolidate workflows/ processes for Finance Team and present in an organized manner; Develop centralized file directories for the team; Prepare Powerpoint presentation materials; Prepare well-structured reports and charts; Provide daily administrative support to the Head of Finance and the team; Assist in ad hoc tasks as assigned. 						
<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> <ul style="list-style-type: none"> Undergraduates in Accounting, Mathematics, Finance, or related disciplines Competent in MS Office, especially in Excel (solid working knowledge of analytical tools in e.g. charts, Waterfall, Pivots and VLookups will be an advantage), Powerpoint and Word Experience in compiling data and consolidating a large volume of information preferred Good command of both spoken / written English and Chinese (Mandarin is a plus) “Can-do” attitude, willing to learn, detail-oriented, meticulous, organized and with good interpersonal skills Strong analytical mindset and proficient reporting skills 						
Working Location :	Hong Kong					
Working Hours :	Mon to Fri	9:00	to	18:00	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>						