



Summer Internship Programme 2018 – Asset and Wealth Management Sector

Internship Position number : **1822AB03**

Company Name :	PineBridge Investments Asia Limited					
Website Address :	www.pinebridge.com					
Position Title :	Intern – Legal				Job Cat	AB
Number of Positions :	1	Internship Duration:		8 Weeks		
Main Duties :						
<ul style="list-style-type: none">• Proofread prospectuses and agreements;• Review Chinese translations of documents & draft basic documents;• Conduct legal and other research;• Update and prepare reports, presentations and charts;• Provide legal administrative support to the team i.e. filing & gather information;• Assist in ad hoc tasks or special projects as assigned.						
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 Law or related disciplines• Fluency in spoken and written English and Chinese (Mandarin is a plus)• Proficiency in Microsoft Word, Excel and PowerPoint• Excellent work attitude, detail-oriented, willing to learn, good communication skills, hard-working and flexible						
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>						