



Summer Internship Programme 2018 – Asset and Wealth Management Sector

Internship Position number : **1822AF01**

Company Name :	PineBridge Investments Asia Limited					
Website Address :	www.pinebridge.com					
Position Title :	Intern – Client Service				Job Cat	AF
Number of Positions :	1	Internship Duration:		8 Weeks		
Main Duties :						
<ul style="list-style-type: none">• Assist in maintaining and updating client records in CRM and other client database;• Assist in preparing client review meeting materials and other ad-hoc client requests such as questionnaire;• Assist in coordinating client on-boarding process with internal stakeholders (investment team, compliance, legal, dealing team, operations team and etc.) as well as transfer agents;• Handle or assist in ad-hoc projects and initiatives as requested.						
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 Business Administration, Accounting, Finance, Economics, Mathematics, Computer Science or related disciplines• Strong analytical and communication skills• Good command of both spoken / written English and Chinese (Mandarin is a plus)• Competent in MS Office including MS Word, Excel and PowerPoint• Excellent work attitude, willing to learn, hard-working, detail-oriented and strong organization skill• Ability to multitask and work independently• Able to work collaboratively in a team environment						
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>						