



Summer Internship Programme 2018 – Asset and Wealth Management Sector

Internship Position number : **1822AF04**

Company Name :	PineBridge Investments Asia Limited					
Website Address :	www.pinebridge.com					
Position Title :	Intern – Marketing				Job Cat	AF
Number of Positions :	1		Internship Duration:	8 Weeks		
Main Duties :						
<ul style="list-style-type: none">• Assist in the design and production of sales marketing materials;• Assist in developing, designing and coding digital-related projects (designing, coding email campaigns, website coding, app production, etc.);• Assist in the execution and logistics of marketing campaigns and events;• Provide regional support for key marketing projects;• Assist in development of marketing campaign metrics;• Provide inputs into the development of digital media strategy;• 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 Graphic Design, Arts, Coding or related disciplines• Fluency in spoken and written English and Chinese (Mandarin is a plus)• Ability to code apps is a plus• Proficiency in Microsoft Excel, Word, Outlook, Powerpoint, Photoshop, Illustrator, InDesign & Dreamwaver• A strong team player• Confident communicator with excellent proofreading and editing skills, attention to details critical• Well-organized and strong project management skills• Ability to work under pressure and meet tight deadlines						
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>						