



Summer Internship Programme 2018 – Asset and Wealth Management Sector

Internship Position number : **1822AM01**

Company Name :	PineBridge Investments Asia Limited					
Website Address :	www.pinebridge.com					
Position Title :	Intern – Investment Operations				Job Cat	AM
Number of Positions :	1	Internship Duration:	8 Weeks			
Main Duties :						
<ul style="list-style-type: none"> Assist in performing daily monitoring of outsourced fund valuation processes, which include control, validation and investigative research activities; Assist in performing daily monitoring and management of back office processes, which include settlements, reconciliations and corporate actions; Assist in performing daily monitoring and management of processes with custodians, deposit banks and brokers; Provide daily administrative support to the team; Assist in ad hoc tasks or special projects and analysis 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 Finance, Accounting, Business Administration or related disciplines Good command of both spoken / written English and Chinese (Mandarin is a plus) Proficient in Microsoft Office, especially in Excel Ability to handle multiple tasks competently with accurate attention to details Good team player, excellent work attitude, willing to learn, meticulous, organized and with good interpersonal skills 						
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>						