



Summer Internship Programme 2018 – Asset and Wealth Management Sector

Internship Position number : **1826AB02**

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|---|---|----------------------|--------|---------|------------|--------------|
| Company Name : | Value Partners Limited | | | | | |
| Website Address : | https://www.valuepartners-group.com/en/ | | | | | |
| Position Title : | Intern - Marketing and Communications | | | Job Cat | AB | |
| Number of Positions : | 1 | Internship Duration: | 4Weeks | | | |
| Main Duties : | | | | | | |
| <ol style="list-style-type: none">1. Prepare marketing and promotion materials (e.g. fund leaflets, corporate leaflet and etc.)2. Assist in sales material production (e.g. sales pitch and presentation)3. Support to develop and manage sale and marketing events4. Provide support to manage company website and email marketing campaigns5. Corporate gift sourcing | | | | | | |
| Requirements: <i>(Academic qualifications and/or other skills set)</i> <i>(If there are specific academic attainment requirements such as GPA, please specify.)</i> | | | | | | |
| <ol style="list-style-type: none">1. A team player and detailed-oriented2. Good knowledge of Microsoft word, Excel, PowerPoint and Chinese Word Processing3. Good communication, presentation and interpersonal skills | | | | | | |
| Working Location : | Central | | | | | |
| Working Hours : | Mon to Fri | 09:00 | to | 18:00 | Meal Break | 12:15 –13:30 |
| | 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> | | | | | | |