



Summer Internship Programme 2018 – Asset and Wealth Management Sector

Internship Position number : **1843WB01**

Company Name :	Cash Wealth Management Limited					
Website Address :	www.cfsg.com.hk					
Position Title :	Summer Intern (Client Services/Settlement)			Job Cat	WB	
Number of Positions :	2		Internship Duration:	8-12 Weeks		
Main Duties: 1. Assist in day-to-day operation activities 2. Prepare daily transaction records & various types of trading reports 3. Involve in business development, internal operation review and financial information collection for the purpose of conducting financial market analysis 4. Prepare presentations and seminars 5. Implement policies and procedures						
Requirements: <i>(Academic qualifications and/or other skills set)</i> <i>(If there are specific academic attainment requirements such as GPA, please specify.)</i> 1. Non-final year university students majoring in Business Administration, Economics, Finance or other business related disciplines 2. Good knowledge of MS Office and Chinese word processing 3. Proactive, enthusiastic, responsible and a good team player with excellent communication skills 4. Good command of spoken and written English and Chinese, Fluency in Mandarin is preferable						
Working Location :	Sheung Wan					
Working Hours :	Mon to Fri	9:00 AM	to	6:00 PM	Meal Break	12noon-1pm
	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>						