



Summer Internship Programme 2018 – Asset and Wealth Management Sector

Internship Position number : **1843WM03**

Company Name :	Cash Wealth Management Limited					
Website Address :	www.cfsg.com.hk					
Position Title :	Summer Intern (Sales Support)				Job Cat	WM
Number of Positions :	1	Internship Duration:		8-12 Weeks		
<p>Main Duties:</p> <ol style="list-style-type: none"> 1. Co-ordinate with different product providers to arrange product training to consultant team 2. Assist sales support team to provide timely assistance in business development 3. Handle different enquiries from both external clients and internal consultants 4. Assist the maintenance of internal systems for sales support 						
<p>Requirements: <i>(Academic qualifications and/or other skills set)</i> <i>(If there are specific academic attainment requirements such as GPA, please specify.)</i></p> <ol style="list-style-type: none"> 1. Non-final year university students majoring in Business Administration, Economics, Finance, Management or other business related disciplines 2. Proactive, enthusiastic, responsible and a good team player with excellent communication skills 3. Excellent knowledge of MS Office and English & Chinese word processing 4. Good Command of spoken and written English and Chinese. Fluency in Mandarin is preferable 						
Working Location :	Sheung Wan					
Working Hours :	Mon to Fri	9am	to	6pm	Meal Break	12nn - 1pm
	Sat		to		Meal Break	
<p>Other Supplementary Information <i>(eg. Any need for student applicants to directly access the employer's recruitment portal, reporting hierarchy, career prospects etc.)</i></p>						