



Summer Internship Programme 2018 – Asset and Wealth Management Sector

Internship Position number : **1845AB02**

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|---|--|----------------------|---------|-------|------------|---------------|
| Company Name : | CHIEF SECURITIES LIMITED | | | | | |
| Website Address : | WWW.CHIEFGROUP.COM.HK | | | | | |
| Position Title : | SUMMER INTERN – HR DEVELOPMENT DEPARTMENT | | | | Job Cat | AB |
| Number of Positions : | 1 | Internship Duration: | 8 Weeks | | | |
| Main Duties : | | | | | | |
| 1. ASSIST IN PREPARING HR RELATED STATISTICAL REPORTS; | | | | | | |
| 2. ASSIST IN ARRANGING STAFFS TO JOIN SUITABLE IN-HOUSE TRAINING IN ORDER TO MEET SFC'S REQUIREMENT FOR CONTINUOUS PROFESSIONAL TRAINING (CPT); | | | | | | |
| 3. ASSIST IN TRAINING CO-ORDINATION; | | | | | | |
| 4. ASSIST IN RECRUITMENT ACTIVITIES TO MEET IN-HOUSE MANPOWER NEEDS; | | | | | | |
| 5. ASSIST IN COORDINATING STAFF ENGAGEMENT PROGRAMMES. | | | | | | |
| 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. UNDERGRADUATE MAJORING IN HUMAN RESOURCES MANAGEMENT; | | | | | | |
| 2. TEAM PLAYER WITH STRONG INTERPERSONAL AND COMMUNICATION SKILLS; | | | | | | |
| 3. PROFICIENT IN MS OFFICE (WORD/EXCEL/POWERPOINT); | | | | | | |
| 4. EXCELLENT COMMAND OF BOTH WRITTEN AND SPOKEN ENGLISH AND CHINESE (CANTONESE & MANDARIN). | | | | | | |
| Working Location : | 14/F, MAN YEE BUILDING, 68 DES VOEUX ROAD CENTRAL, HONG KONG | | | | | |
| Working Hours : | Mon to Fri | 09:00 | to | 18:00 | Meal Break | 13:00 – 14:00 |
| | 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> | | | | | | |