

Summer Internship Programme 2019 – Asset and Wealth Management Sector

Internship Position number : **1903AB02**

Company Name :	AXA Investment Managers Asia Limited					
Website Address :	www.axa-im.com.hk					
Position Title :	Legal Intern				Job Cat	AB
Number of Positions :	1		Internship Duration:	8 Weeks		
<p>Main Duties : Explore how an in-house legal department supports a global asset management business. Main responsibilities will cover the following:</p> <ol style="list-style-type: none"> 1. Assisting the Asia Legal Team with legal research and drafting legal advice for the business. 2. Proofreading contracts, fund documents and other documents in English and Chinese. 3. Assisting with company secretarial duties. 4. Maintaining legal knowhow. 						
<p>Requirements: <i>(Academic qualifications and/or other skills set)</i> <i>(If there are specific academic attainment requirements such as GPA, please specify clearly.)</i></p> <ol style="list-style-type: none"> 1. Undergraduates studying a Law degree 2. Good understanding of basic legal principles 3. Attention to detail 4. Strong research capabilities 5. Fluent in Cantonese, Putonghua and English 6. Willingness to learn 						
Working Location :	Quarry Bay, Hong Kong					
Working Hours :	Mon to Fri	9am	to	5.30pm	Meal Break	1 hour
	Sat	N/A	to	N/A	Meal Break	n/a
<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>						