



Summer Internship Programme 2019 – Asset and Wealth Management Sector

Internship Position number : **1903AM02**

Company Name :	AXA Investment Managers Asia Limited					
Website Address :	www.axa-im.com.hk					
Position Title :	Client Service and Marketing Officer				Job Cat	AM
Number of Positions :	1		Internship Duration:	8 Weeks		
<p>Main Duties : Discover how a Global Asset Management company works. Understand the specificities of a Sales Department, through various duties :</p> <ol style="list-style-type: none"> 1. Assist the marketing team on tasks such as our website maintenance and updates 2. Proof reading on marketing documents in English and Chinese 3. Search on venues/ events for clients purposes 4. Assist the client service team on tasks such as account opening and report preparation. 5. Arrange meeting materials update and sign-off 						
<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. Fluent in Cantonese, Putonghua and English 2. Attention to details 3. Chinese writing 						
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>						