



提升資產財富管理業人才培訓先導計劃  
Pilot Programme to Enhance Talent Training for  
the Asset and Wealth Management Sector

主辦單位：香港特別行政區政府財經事務及庫務局

Organiser: Financial Services and the Treasury Bureau of the HKSAR Government

執行伙伴：香港證券及投資學會

Implementation agent: Hong Kong Securities and Investment Institute

## Summer Internship Programme 2019 – Asset and Wealth Management Sector

Internship Position number : **1911AB01**

Company Name :	CSOP Asset Management Limited					
Website Address :	www.csopasset.com					
Position Title :	HR and Admin Intern				Job Cat	AB
Number of Positions :	1		Internship Duration:	8 Weeks		
Main Duties : 1. HR& Admin support 2. Assist team member with recruitment 3. Assist HR projects						
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. Fluent English and mandarin spoken and written 2. Good at Microsoft excel, some level of programming preferred 3. Good communication skills 4. Major in Human resource/Business/Marketing is preferred						
Working Location :	Central, Hong Kong					
Working Hours :	Mon to Fri	8:30	to	17:30	Meal Break	12:00-13:00
	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>						