



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 : **1911AB02**

Company Name :	CSOP Asset Management Limited					
Website Address :	www.csopasset.com					
Position Title :	Fund Operations Intern				Job Cat	AB
Number of Positions :	1		Internship Duration:	8 Weeks		
Main Duties :						
<ol style="list-style-type: none"><li>1. Performing fund administration and reconciliation.</li><li>2. Facilitating the daily operational workflow in the trade cycle, including cash instructions, trade confirmations and trade settlements.</li><li>3. Working closely with both internal and external teams on trade order follow ups.</li><li>4. Solving operational issues on a timely basis.</li><li>5. Improving existing operational workflow.</li></ol>						
Requirements: <i>(Academic qualifications and/or other skills set)</i> <i>(If there are specific academic attainment requirements such as GPA, please specify.)</i>						
<ol style="list-style-type: none"><li>1. Good communication skills</li><li>2. Meticulous and attention to details</li><li>3. Able to work independently</li><li>4. Proficiency with Excel preferred</li><li>5. Basic understanding of products and industry</li></ol>						
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>						