



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

Internship Position number : **1911AB06**

Company Name :	CSOP Asset Management Limited					
Website Address :	www.csopasset.com					
Position Title :	Legal Intern				Job Cat	AB
Number of Positions :	1		Internship Duration:	8 Weeks		
<p>Main Duties :</p> <ol style="list-style-type: none"> <li>1. Provide legal support on drafting, reviewing, formatting, editing, binding and filing legal documents;</li> <li>2. Undertake legal research and bilingual translations;</li> <li>3. Handle billings, invoices and expenses claims;</li> <li>4. Provide general support to legal team and coordinate with various departments for various projects;</li> <li>5. Assist in ad hoc projects and assignments</li> </ol>						
<p>Requirements: <i>(Academic qualifications and/or other skills set)</i> <i>(If there are specific academic attainment requirements such as GPA, please specify.)</i></p> <ol style="list-style-type: none"> <li>1. Current legal student or someone considering a career in law</li> <li>2. Competent with IT skills - MS Word and Internet research</li> <li>3. Good communication skills, proficient in both written and spoken English and Mandarin</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	
<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>						