



Summer Internship Programme 2019 – Asset and Wealth Management Sector

Internship Position number : **1914WB01**

Company Name :	Beevest Securities Limited					
Website Address :	www.beevestsec.com					
Position Title :	Risk & Settlement Trainee				Job Cat	WB
Number of Positions :	1		Internship Duration:	8 Weeks		
Main Duties :						
<ol style="list-style-type: none">1. Handle daily settlement transactions, prepare settlement reports including Hong Kong and Overseas markets2. Prepare clients letters3. Handle stock deposit and withdrawal including bank-in checks and errands between office and CCASS4. Prepare management reporting on credit and operational risk5. Assist Risk Head in other matters related to Risk Management6. Perform self-assessment, gap analysis against internal or regulatory requirements						
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">1. Students of University studying a Bachelor Degree with major in Business Administration or Finance and Economics preferable or other related discipline2. Excellent communications and interpersonal skills and able to work independently3. Strong interest in Finance and Investment4. Proficiency in English, Cantonese, and Mandarin						
Working Location :	Causeway Bay					
Working Hours :	Mon to Fri	8:30	to	17:30	Meal Break	12:00-13:15
	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>						