



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

Internship Position number : **1918AB01**

Company Name :	Invesco Hong Kong Ltd					
Website Address :	<a href="http://www.invesco.com">www.invesco.com</a>					
Position Title :	Recruitment Assistant, Human Resources			Job Cat	AB	
Number of Positions :	1	Internship Duration:	8 Weeks			
<b>Main Duties :</b> <ol style="list-style-type: none"> <li>1. Preparation work on the recruitment of Management Associate for 2019</li> <li>2. Liaise with internal parties and external recruitment agent on scheduling and appointment</li> <li>3. Attend candidate interviews with Recruitment consultant</li> <li>4. Write up, organize and record meeting notes candidates' and managers' feedback</li> <li>5. Collect and consolidate Asia Pacific Recruitment Activity Reports on a weekly basis</li> <li>6. Other admin duties in Human Resources area as required</li> </ol>						
<b>Requirements:</b> <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. Minimum completion of 2<sup>nd</sup> year Bachelors' in Human Resources, Economics or Business Administration</li> <li>2. Good English skills spoken and written</li> <li>3. Details oriented, capability in multi-tasking</li> <li>4. Strong organizational skills</li> <li>5. Collaborative and a strong team player</li> <li>6. Discreet and highly ethical</li> </ol>						
Working Location :	Central, Hong Kong					
Working Hours :	Mon to Fri	9:00am	to	6:00pm	Meal Break	1 hour
	Sat	n/a	to	n/a	Meal Break	
<b>Other Supplementary Information</b> <i>(eg. Any need for student applicants to directly access the employer's recruitment portal, reporting hierarchy, career prospects etc.)</i> <b>This position report to the Head of Talent Acquisitions, Asia Pacific</b> The incumbent can expect to: <ul style="list-style-type: none"> <li>- gain a general understanding of each function and team structure within the Asset Management industry</li> <li>- learn to use the Taleo recruitment system, one of the widely used systems within the financial industry</li> <li>- learn basic interview process and skill</li> </ul>						