



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 : **1918AB02**

Company Name :	Invesco Hong Kong Ltd					
Website Address :	<a href="http://www.invesco.com">www.invesco.com</a>					
Position Title :	Investment Services Analyst				Job Cat	AB
Number of Positions :	1		Internship Duration:	8 Weeks		
<b>Main Duties :</b> <ol style="list-style-type: none"> <li>1. Review Invesco Asia Pacific Investment Services processes and activities</li> <li>2. Where required update supporting documentation such as Visio workflow &amp; procedures</li> <li>3. Build proposals to optimize processes by eliminating waste and utilizing technology automation</li> <li>4. Prepare and present an end-of-assignment report detailing your impact and contributions to: <ul style="list-style-type: none"> <li>• Client experience</li> <li>• Risk &amp; controls environment</li> <li>• Commercial value</li> </ul> </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 Business related discipline</li> <li>2. Good knowledge in modern IT skills</li> <li>3. Self-starter, able to work independently</li> <li>4. Adept problem-solving skills</li> <li>5. Good communication skills both English and Chinese spoken and written</li> <li>6. Details oriented, capability in multi-tasking</li> <li>7. Collaborative and a strong team player</li> <li>8. Highly ethical</li> </ol>						
Working Location :	Central , Hong Kong					
Working Hours :	Mon to Fri	9:00am	to	6:00pm	Meal Break	1 hour
	Sat		to		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>						