



Summer Internship Programme 2019 – Asset and Wealth Management Sector

Internship Position number : **1918AF01**

Company Name :	Invesco Hong Kong Ltd					
Website Address :	www.invesco.com					
Position Title :	Greater China Institutional Sales Support			Job Cat	AF	
Number of Positions :	1	Internship Duration:	8 Weeks			
<p>Main Duties :</p> <ol style="list-style-type: none"> 1. Conduct market research on institutional and pension related data and materials for the Greater China region. 2. Assist to download data and produce data analysis as needed for the sales teams 3. Prepare/update PowerPoint presentation as required 4. Support Sales activities including event/client meeting/travelling arrangement 5. Ad-hoc project as required 						
<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"> 1. Strong attention to details and numbers sensitive 2. Good communication skills in both English and Mandarin a must 3. Excellent Excel and PowerPoint skills 4. Open-minded and flexible 5. Driven, disciplined, Punctual patient and humble 6. Strong team spirit and collaborative 						
Working Location :	Central, Hong Kong					
Working Hours :	Mon to Fri	9:00 am	to	6:00 pm	Meal Break	1 hour
	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>						