



Summer Internship Programme 2019 – Asset and Wealth Management Sector

Internship Position number : **1919AF01**

Company Name :	Legg Mason Asset Management Hong Kong Limited					
Website Address :	www.leggmason.com.hk					
Position Title :	Client Service Associate				Job Cat	AF
Number of Positions :	1		Internship Duration:	8 Weeks		
Main Duties :						
<ol style="list-style-type: none"> 1. Support the Business Development Manager in helping them to develop their key intermediary relationships 2. Liaise with intermediary clients on house investment views and products 3. Understand and keep abreast of the investment process and style of the relevant Legg Mason affiliates 4. Follow up attendees of company or industry presentations 5. Assist in roadshow/events and seminar development 6. Keep abreast of the administration and dealing procedures 						
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. Some knowledge and background of mutual fund market 2. Understanding the sales process 3. Good communicator 4. Well organised 5. Team player and able to work well under pressure 6. Good attention to detail 7. Proficiency in Mandarin and fluent in English is preferred 						
Working Location :	12/F York House, The Landmark, 15 Queen's Road, Central, HK					
Working Hours :	Mon to Fri	9:00AM	to	6:00PM	Meal Break	1 hour
	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>						