



Appendix II

Summer Internship Programme 2019 – Asset and Wealth Management Sector

Internship Position number : **1919AM01**

Company Name :	Legg Mason Asset Management Hong Kong Limited		
Website Address :	www.leggmason.com.hk		
Position Title :	Marketing Associate	Job Cat ¹	AM
Number of Positions :	1	Internship Duration:	8 Weeks
Main Duties : <ol style="list-style-type: none">1. Creation of marketing literatures (include but not limited to fact sheets, presentations, fund highlights, etc.) for existing and/or new products2. Updating regular marketing collateral and proof reading in preparation for publication of marketing content3. Liaise with vendor on collaterals translation, and responsible or in-house translation when needed4. Conducting market intelligence and/or competitive analysis5. Partnering with compliance to ensure that all marketing communications meet local regulatory requirements6. Providing marketing support to the Hong Kong and China Marketing Team7. Working closely with other members of the marketing team in Asia (based in Hong Kong, Taiwan and Singapore)			
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. Undergraduate in Marketing, Finance, or Business Administration discipline2. Basic knowledge of the Hong Kong financial market3. Strong business acumen and be able to handle end-to-end tasks4. Strong communication, analytical and written skills5. Fluent in English, Mandarin and Cantonese6. Ability to read and write in excellent English, Traditional Chinese and Simplified Chinese7. Computer skills such as Microsoft PowerPoint, Word, Excel and Chinese word processing is a must8. Ability to work independently and a good team player9. Self-motivated to work in multi-cultural environment			

¹ Please refer to the Job Category table as depicted on the summary sheet.



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

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 (eg. Any need for student applicants to directly access the employer's recruitment portal, reporting hierarchy, career prospects etc.)						