



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 : **1922AB03**

Company Name :	PineBridge Investments Asia Limited		
Website Address :	www.pinebridge.com		
Position Title :	Intern – Human Resources	Job Cat	AB
Number of Positions :	1	Internship Duration:	8 Weeks
Main Duties : <ol style="list-style-type: none">1. Conduct an analysis for comparing the Employment Ordinances and company policies in Asia region2. Provide support to recruitment activities such as drafting of job descriptions, screening of CVs, interview scheduling, preparing employment contract, etc.3. Prepare new-hire packages and arrange induction meetings for new employees4. Assist in the creation and maintenance of personnel files, maintaining and updating staff records in HRIS5. Assist in the off-boarding process6. Assist in preparing regular reports, e.g. headcount report7. Handle visa applications and extensions for employees and their dependents8. Responsible for the administration and monitoring of the Rental Reimbursement Program9. Assist in updating HR policies and staff handbooks10. Coordinate with Secretaries/Administrators on leave tracking11. Check and process invoices from recruitment agencies or executive search firms; keep updated record of terms sheet or service agreements of recruitment agencies or executive search firms12. Maintain a set of updated organizational charts for the region13. Prepare the logistics of training activities or staff events14. Provide administrative support to the team15. Other ad-hoc tasks as required			
Requirements: <i>(Academic qualifications and/or other skills set) (If there are specific academic attainment requirements such as GPA, please specify.)</i> <ol style="list-style-type: none">1. Undergraduates in Human Resources, Psychology or related disciplines2. Good Command of both spoken / written English and Chinese (Mandarin is a plus)3. Proficient in Microsoft Office applications (Word, Powerpoint, Excel)4. Detail-minded, organized and with good interpersonal skills5. Ability to take initiative and work under pressure and tight timelines6. Strong drive and motivated to achieve high level of internal customer service and professional standard in HR practices			



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Working Location :	Pacific Place 3, Queens Road East, Hong Kong					
Working Hours :	Mon to Fri	09:00	to	18:00	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>)						