



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 : **1922AB04**

Company Name :	PineBridge Investments Asia Limited					
Website Address :	www.pinebridge.com					
Position Title :	Intern – Legal				Job Cat	AB
Number of Positions :	1	Internship Duration:	8 Weeks			
Main Duties :						
<ol style="list-style-type: none">1. Proofread prospectuses and agreements;2. Review Chinese translations of documents & draft basic documents;3. Conduct Legal and Other research;4. Update and prepare reports, presentations and charts;5. Provide Legal administrative support to the team i.e. filing & gather information;6. Assist in ad hoc tasks or special projects as assigned.						
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. Undergraduates in Law or related disciplines2. Fluency in spoken and written English and Chinese (Mandarin is a plus)3. Proficiency in Microsoft Word, Excel and PowerPoint4. Excellent work attitude, detail-oriented, willing to learn, good communication skills, hard-working and flexible						
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>						