



Summer Internship Programme 2019 – Asset and Wealth Management Sector

Internship Position number : **1922AF02**

Company Name :	PineBridge Investments Asia Limited					
Website Address :	www.pinebridge.com					
Position Title :	Intern – Multi-Asset				Job Cat	AF
Number of Positions :	1	Internship Duration:	8 Weeks			
Main Duties :						
<ol style="list-style-type: none">1. Assist in updating of marketing materials, including pitch books, RFPs, marketing databases as well as monthly, quarterly and ad-hoc publications as well as intellectual capital pieces2. Conduct Industry and peer analysis3. Effectively and efficiently respond to inquiries and requests from Business Development Team4. Interface with Client Reporting and Performance as well as fund account administration to ensure that portfolio data is accurate5. Assist in reviewing all client reporting deliverables and marketing materials6. Ensure all branding/communication materials are up-to-date for prospects and clients						
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 Finance, Business, Engineering and / or Economics2. Ability to meet tight deadlines in a dynamic, fast-paced and entrepreneurial environment3. Must be pro-active, self-motivated, diligent and well organized4. Team player with a positive attitude to work within short timelines5. Excellent command of English (written and verbal) and proficient in Mandarin6. High level of proficiency in MS Office, especially Excel and PowerPoint7. Working knowledge of Bloomberg would be a plus						
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>						