



Summer Internship Programme 2019 – Asset and Wealth Management Sector

Internship Position number : **1922AF05**

Company Name :	PineBridge Investments Asia Limited					
Website Address :	www.pinebridge.com					
Position Title :	Intern – Client Service				Job Cat	AF
Number of Positions :	1	Internship Duration:	8 Weeks			
<p>Main Duties :</p> <ol style="list-style-type: none"> 1. Assist in maintaining and updating client records in CRM and other client database; 2. Assist in preparing client review meeting materials and other ad-hoc client requests such as questionnaire; 3. Assist in coordinating client on-boarding process with internal stakeholders (investment team, compliance, legal, dealing team, operations team and etc.) as well as transfer agents; 4. Handle or assist in ad-hoc projects and initiatives as requested. 						
<p>Requirements: <i>(Academic qualifications and/or other skills set)</i> <i>(If there are specific academic attainment requirements such as GPA, please specify.)</i></p> <ol style="list-style-type: none"> 1. Undergraduates in Business Administration, Accounting, Finance, Economics, Mathematics, Computer Science or related disciplines 2. Strong analytical and communication skills 3. Good command of both spoken / written English and Chinese (Mandarin is a plus) 4. Competent in MS Office including MS Word, Excel and PowerPoint 5. Excellent work attitude, willing to learn, hard-working, detail-oriented and strong organization skill 6. Ability to multitask and work independently 7. Able to work collaboratively in a team environment 						
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	
<p>Other Supplementary Information <i>(eg. Any need for student applicants to directly access the employer's recruitment portal, reporting hierarchy, career prospects etc.)</i></p>						