



## Summer Internship Programme 2019 – Asset and Wealth Management Sector

Internship Position number : **1922AF06**

Company Name :	PineBridge Investments Asia Limited					
Website Address :	www.pinebridge.com					
Position Title :	Intern – Product Development				Job Cat	AF
Number of Positions :	1	Internship Duration:	8 Weeks			
Main Duties :						
<ol style="list-style-type: none"><li>1. Assist the team to ensure the product development and management process runs smoothly and all legal, marketing and other supporting documentation and processes are complete and produced on time and within regulatory deadlines;</li><li>2. Assist the team to coordinate with various functional areas, including Sales, Portfolio Management, Legal, Compliance, and Operations, to ensure effective product delivery and that products remain viable, compliant and operationally enabled;</li><li>3. Maintain project plans and issue/decision lists to track and report on product development and management progress, including maintaining product matrix, calendar for prospectus updates and enhancements;</li><li>4. Support the team in conducting fund competitive analysis and asset management industry research works, preparing reports and other administrative matters;</li><li>5. Assist any ad-hoc tasks or special projects as assigned.</li></ol>						
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"><li>1. Undergraduates in Finance, Business Administration or related disciplines</li><li>2. Fluency in spoken and written English and Chinese (Mandarin is a plus)</li><li>3. Proficient in Microsoft Word, Excel and PowerPoint</li><li>4. Excellent work attitude, willing to learn, detail-oriented, meticulous and ability to produce quality, accurate work in a timely manner</li><li>5. Strong organizational and problem-solving skills</li><li>6. Well-organized and have strong project management skills</li></ol>						
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>						