



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

Internship Position number : **1927WM01**

Company Name :	Vistra Trust (Hong Kong) Limited					
Website Address :	<a href="https://www.vistra.com/">https://www.vistra.com/</a>					
Position Title :	Intern, Trust Services				Job Cat	WM
Number of Positions :	1		Internship Duration:	8-12 Weeks		
Main Duties :						
<ol style="list-style-type: none"><li>1. Support Trust business development activities by preparing proposals/marketing material</li><li>2. Support the due diligence process to ensure the clients are complying with internal compliance policy and regulatory requirements</li><li>3. Ensure that clients' data base is kept up to date along with clients' records and accuracy of data</li><li>4. Provide full spectrum of administration support for Trust Services team</li><li>5. Assist with ad-hoc projects when required</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. Preferably undergraduates studying in Law, Finance or Business Commerce with an interest to explore the Trust industry</li><li>2. Proactive, Excellent organizational skills, attend to details and Positive</li><li>3. Good command of both written and oral English and Mandarin</li></ol>						
Working Location :	19F Lee Garden One, Causeway Bay					
Working Hours :	Mon to Fri	9am	to	6 pm	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>						