



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

Internship Position number : **1945AM02**

|   |   |       |                      |         |            |             |
|---|---|-------|----------------------|---------|------------|-------------|
| Company Name :  | CHIEF SECURITIES LIMITED  |       |                      |         |            |             |
| Website Address :   | WWW.CHIEFGROUP.COM.HK   |       |                      |         |            |             |
| Position Title :  | INTERN – INVESTMENT SERVICE DIVISION                              |       |                      | Job Cat | AM         |             |
| Number of Positions :   | 1   |       | Internship Duration: | 8 Weeks |            |             |
| Main Duties :   |   |       |                      |         |            |             |
| 1. ASSIST BRANCH TO PROVIDE PROFESSIONAL INVESTMENT SERVICE IN THE AREAS OF SECURITIES, WEALTH MANAGEMENT AND CLIENT SERVICE  |   |       |                      |         |            |             |
| 2. PROVIDE SUPPORT TO FRONT LINE OPERATIONS   |   |       |                      |         |            |             |
| 3. SUPPORT BUSINESS DEVELOPMENT AND PARTICIPATE IN INVESTMENT SEMINARS  |   |       |                      |         |            |             |
| 4. ASSIST IN ORGANISING PROFESSIONAL TRAINING AND PREPARING TRAINING MATERIALS  |   |       |                      |         |            |             |
| 5. ASSIST TO PROMOTE SERVICE QUALITY  |   |       |                      |         |            |             |
| Requirements: <i>(Academic qualifications and/or other skills set)</i><br><i>(If there are specific academic attainment requirements such as GPA, please specify.)</i>        |   |       |                      |         |            |             |
| 1. UNDERGRADUATE IN FINANCE OR BUSINESS-RELATED DISCIPLINES;  |   |       |                      |         |            |             |
| 2. EXCELLENT INTERPERSONAL AND COMMUNICATION SKILLS, CUSTOMER ORIENTED  |   |       |                      |         |            |             |
| 3. MATURE, GOOD TEAM PLAYER AND WILLING TO LEARN  |   |       |                      |         |            |             |
| 4. HIGH LEVEL OF INITIATIVE, ACCURACY AND PATIENCE  |   |       |                      |         |            |             |
| 5. GOOD COMMAND OF CHINESE AND ENGLISH  |   |       |                      |         |            |             |
| 6. PROFICIENCY IN MS OFFICE, ESPECIALLY WORD, EXCEL AND POWER POINT, CHINESE  |   |       |                      |         |            |             |
| Working Location :  | 11/F, FWD FINANCIAL CENTRE, 308 DES VOEUX ROAD CENTRAL, HONG KONG |       |                      |         |            |             |
| Working Hours :   | Mon to Fri  | 08:30 | to                   | 17:30   | Meal Break | 12:00-13:00 |
|   | 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> |   |       |                      |         |            |             |