



提升資產財富管理業人才培訓先導計劃
Pilot Programme to Enhance Talent Training for
the Asset and Wealth Management Sector

主辦單位: 香港特別行政區政府財經事務及庫務局
Organiser: Financial Services and the Treasury Bureau of the HKSAR Government
執行伙伴: 香港證券及投資學會
Implementation agent: Hong Kong Securities and Investment Institute

Summer Internship Programme 2019 – Asset and Wealth Management Sector

Internship Position number : **1954AB01**

Company Name :	Look's Asset Management Limited					
Website Address :	http://www.looksam.hk/					
Position Title :	Business Analyst Intern			Job Cat	AB	
Number of Positions :	2		Internship Duration:	14 Weeks		
Main Duties :						
1. Assistant on project co-ordination and support the Investment team with research and reports						
2. Collect, organize and analyze information and provide insights						
3. Assist in preparing presentation materials for the meeting with investors						
4. Provide administrative support to the Investment Department						
5. Assist in ad-hoc duties as assigned						
Requirements: <i>(Academic qualifications and/or other skills set)</i> <i>(If there are specific academic attainment requirements such as GPA, please specify.)</i>						
1. Undergraduates in Finance, Business or related discipline						
2. Good command of both spoken and written English and Chinese						
3. Willing to learn, Independent, organized and creative						
4. Good communication, interpersonal and analytical skills						
5. Self-motivated and pro-active						
Working Location :	Tsim Sha Tsui					
Working Hours :	Mon to	9:00	to	18:00	Meal Break	12:30-13:30
	Fri					
	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>						