



Summer Internship Programme 2019 – Asset and Wealth Management Sector

Internship Position number : **1955AB01**

Company Name :	Prudence Investment Management (Hong Kong) Limited					
Website Address :	www.fangyuanfh.com					
Position Title :	Company Secretarial Analyst				Job Cat	AB
Number of Positions :	2		Internship Duration:	8 Weeks		
Main Duties : 1. Assist in handling of company secretarial duties; 2. License renewal and PPT preparation; 3. Prepare and research for Insurance, tax and legal documents; 4. Filing and document preparation. 5. Assist with other ad-hoc jobs required by the team.						
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. GPA 3.0 or above; 2. Attention to details, strong responsibility and a good team player; 3. Excellent command of both Mandarin and English, written and spoken Cantonese fluency is a plus.						
Working Location :	Central					
Working Hours :	Mon to Fri	09:00	to	18:00	Meal Break	12:00-13:00
	Sat	NIL	to	NIL	Meal Break	NIL
Other Supplementary Information <i>(eg. Any need for student applicants to directly access the employer's recruitment portal, reporting hierarchy, career prospects etc.)</i>						