



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 : **1955AM02**

| | | | | | | |
|---|--|-------|----------------------|---------|------------|-------------|
| Company Name : | Prudence Investment Management (Hong Kong) Limited | | | | | |
| Website Address : | www.fangyuanfh.com | | | | | |
| Position Title : | Products Analyst | | | | Job Cat | AM |
| Number of Positions : | 2 | | Internship Duration: | 8 Weeks | | |
| <p>Main Duties :</p> <ol style="list-style-type: none"> 1. Coordination of meetings, and take meeting minutes; 2. Coordination of marketing events, and take reception and logistic works. 3. Draft investment proposals, presentation material, and investment reports, and build financial models; 4. Update products fact sheet, draft road show presentation material and sales kit: 5. Support supervisor to develop and draft process documents, training plan, and take other ad hoc tasks. 6. Assist with other ad-hoc jobs required by the team | | | | | | |
| <p>Requirements: <i>(Academic qualifications and/or other skills set)</i> <i>(If there are specific academic attainment requirements such as GPA, please specify.)</i></p> <ol style="list-style-type: none"> 1. GPA 3.0 or above; 2. Undergraduate students in finance, business or other related discipliners; 3. Outstanding written Chinese and English, and proficiency in Microsoft Office; 4. Strong communication and coordination skills with excellent command of both Mandarin and English required, Cantonese fluency is a plus but not required. 5. Attention to details, strong responsibility and a good team player. | | | | | | |
| 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 |
| <p>Other Supplementary Information <i>(eg. Any need for student applicants to directly access the employer's recruitment portal, reporting hierarchy, career prospects etc.)</i></p> | | | | | | |