Role Profile

Winter Intern, Compliance

About E Fund Management (Hong Kong) Co., Limited

E Fund Management (HK) Co., Ltd (“E Fund HK”) was officially established in 2008 and is licensed by the Securities and Futures Commission of Hong Kong to conduct Type 1 (Dealing in Securities), Type 4 (Advising on Securities) and Type 9 (Asset Management) regulated activities. As a premier global business platform for E Fund Management Co., Limited (“E Fund”), E Fund HK has a subsidiary in New York, and listed several RQFII ETFs and RQFII/QFII public funds, at six stock exchanges across the US, Europe and the Asia-Pacific. Its award-winning products have been recognized by leading institutions such as Morningstar, Lipper, AsianInvestor and Benchmark for their strong performances relative to peers.

E Fund, the parent company of E Fund HK, was founded in 2001 and headquartered in Guangzhou. It has branch offices in Beijing, Guangzhou, Shanghai, and subsidiaries including E Fund HK and E Fund Asset Management Co., Ltd. E Fund has grown tremendously to become one of the largest fund management corporations in China with total assets under management exceed RMB 1 trillion* (including E Fund HK and China subsidiaries). It is licensed to cover a full spectrum of asset management services in China including, public funds, national social security fund, corporate annuities, discretionary accounts, QDII, QFII and RQFII. E Fund passed the independent verification of the Global Investment Performance Standards (GIPS) in August 2014, signifying an important step forward to become more internationalized with unified performance reporting.

Capitalizing the investment and research ability of E Fund, E Fund HK maintains three investment research teams, each specializing in RQFII/QFII, international and alternative investment. Integrated with E Fund’s global expansion strategies, E Fund HK is committed to providing quality asset management services for onshore and offshore investors in Greater China and US ADR markets. Via the construction of a global-facing asset allocation platform, E Fund HK serves as a window to investors in China for asset allocation exposures all over the world.
Role Profile

Key Features of the Position

- Perform compliance checking and review on investment products
- Provide advisory services to business units on compliance related matters for those investment products
- Liaise with SFC and other local authorities
- Assist to update procedure manuals and ensure the processes are in compliance with regulatory guidelines and internal policies
- Drafting and managing the roll out of Compliance policies, procedures and guidelines and any associated training requirements.

Skills Requirements of the Position

Professional

- Student with legal and compliance background
- Experience in an established Investment / Corporate Bank or Asset Management Firm;
- Relevant experience in Mainland China strongly preferred;
- Sensitive and react to changing regulatory requirement.

Personal

- Languages Skills: Good Command of English and Chinese, both spoken and written. Putonghua speaking is preferred
- A strong team player with excellent inter-personal and communication skills
- Prioritization and multi-tasking skills
- Prompt and systematic decision-making skills with good analytical skills
- Handle ad-hoc project when required

Compensation and Benefits
Role Profile

E Fund HK is a fast growing company with strong financial resources and parent company support. We offer competitive compensations and career growth opportunities. We also offer standard benefit programs and continued education support.
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**Duties and Responsibilities**

We are currently looking for below Internships, who will report to the investment team based in Hong Kong:

- Fixed Income Team
- Equity Team – Great China market
- Equity Team – Emerging market (Latin America and India market)
- Equity Team – US and European market
- Alternative Investment Team

The main tasks will be:

- Assist in producing market reports/ presentations/ RFPs and other documentation under the guidance of senior analysts;
- Follow and update on the focused sector, stocks or bonds on daily basis, and report to the team;
- Ad hoc reports on emerging investment themes or any major current events.

**Skills and qualifications**

- Economics, finance or accounting major in bachelor or master degree from a reputable universities is preferred;
- Fluent in spoken and written in English and Mandarin;
- Excellent numeric and computer skills including Excel and PowerPoint;
- Working knowledge in Bloomberg, WIND and other financial terminals a definite plus;
- Efficient, proactive and responsible;
- Strong team player with excellent inter-personal skills;
- Organize and ability to prioritize; multi-task & work well under tight deadlines and pressure, reliable and detail minded;
- Passionate in building a career in the finance industry.
- Return offer will be provided to suitable candidates.
Compensation and Benefits

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Role Profile

Responsibilities

- Provide 1st level support for all applications used for the desktop operating system;
- Cooperate with headquarters on application issues and problems;
- Assist in hardware and software installation, maintenance and trouble-shooting;
- Assist in Company Website development and support;
- Assist in in-house application development and support;
- Handle ad-hoc Project when required.

Requirements

- Student in Computer Science, Information Technology or related disciplines;
- Relevant working experience is a plus;
- Provide technical support and troubleshooting to end-users on hardware, software;
- Experience in Network Infrastructure, VMware, MS Exchange Server, MS Windows administration and configuration;
- Knowledge of LAN/WAN technologies, a solid understanding of TCP/IP networking;
- Fluent in Mandarin, English and Cantonese;
- A strong team player with excellent inter-personal and communication skills;
- Prioritization and multi-tasking skills;
- Self-motivated and able to work independently;
- Immediately available will be an advantage;
- Return offer will be provided to suitable candidate.
Role Profile

Compensation and Benefits

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Role Profile

Winter Intern, Marketing and Strategy

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Role Profile

Fund HK serves as a window to investors in China for asset allocation exposures all over the world.

Responsibilities

- Familiar with new media managements and responsible for Company's branding campaign on Weibo, Wechat and other social media platforms
- Design, prepare and execute clear user-interaction strategies to increase followers, attract potential clients as well as enhance market recognitions
- Responsible for organizing online and real events to enhance exposure and user loyalty
- Through professional data analytic tools to analyze different dimensions of social media platforms and improve efficiency
- Through social media platforms to collect user feedbacks, conduct new product client surveys and prepare materials for product launching
- Collect the latest and most insightful information of the industry and competitors, conduct in-depth analysis and increase industry influences

Requirements

- Students in marketing, public relations, journalism or other related disciplines;
- Quick thinking, dedicated, talented and competitive. Good writing skill is a plus.
- Passionate about internet industry.
- Able to conduct matrix strategies for developments of company, products and contents
- Sensitive to hot topics to create online contents on social media platforms
- Familiar with Weibo, Wechat and other new media platforms, good at analytical tools
- Responsible for media relations including news releasing, interviews coordinating and etc.,
- Knowledge in finance and equities and interests in investments

Compensation and Benefits

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Role Profile

Winter Internship, Operations

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Role Profile

Responsibilities

- Assist to arrange payments and trade settlements for both discretionary accounts and funds;
- Support NAV checking, produce daily P&L, perform trade, position and cash reconciliations;
- Control of day-to-day cash management;
- Ensure daily transactions (Sub/Red/Switching) are processed in according to procedures and agreed services standard;
- Provide support and guidance to resolve issues in accounting, reporting, audits and client relationship;
- Provide secretarial support to the team;
- Assist in the fund operations system implementation and new fund set up;
- Perform other projects or related duties as assigned;
- Require to work shift and holiday support.

Requirements

Professional
- Student in Accounting, Finance or related disciplines;
- Proficient in MS office, knowledge of VBA will be an advantage;
- Knowledge of Bloomberg and Reuters will be an advantage.

Personal
- Fluent in English, Cantonese and Mandarin;
- A strong team player with excellent detail minded and communication skills;
- Prioritization and multi-tasking skills;
- Self-motivated and able to work independently;
- Immediately available will be an advantage;
- Return offer will be provided to the suitable candidate.

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Role Profile

Winter Intern, Product & Solution

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Responsibilities

- Support the Client Marketing & Sales roadmap and other marketing events;
- Support Sales activities;
- Maintenance and Coordination of Marketing documentation liaising with Marketing;
- Work closely with Product and Solution Team;
Role Profile

- Responsible for developing /maintaining Client database in order to enhance Client Relationship Management;
- Management of marketing roadmap and Client events.

Requirements

- Student in finance, economics, accounting or related disciplines;
- Relevant experience in Mainland China strongly preferred;
- Familiar with Mainland China market;
- Fluent in spoken and written in English and Mandarin;
- Excellent numeric and computer skills including Excel and PowerPoint;
- Efficient, proactive and responsible;
- Strong team player with excellent inter-personal skills;
- Organize and ability to prioritize; multi-task & work well under tight deadlines and pressure, reliable and detail mined;
- Passionate in building a career in the finance industry;
- Immediate available is highly preferred;
- Return offer will be provided to suitable candidate.

Compensation and Benefits

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