



Company Introduction

Prudence Financial Group ("Prudence") is an investment management firm with around 60 employees across Hong Kong, Singapore and mainland China. Since 2008, Prudence has consistently delivered high-quality returns to investors and received multiple industry awards.

Prudence Marketing Intern

Location: Hong Kong

Job Type: Full time / Part time

Responsibilities

1. Assist Marketing team in business development, client acquisition and relationship management; Drafting and updating marketing materials such as firm/product presentations, factsheets and other related documents;
2. Assist with facilitating marketing activities such as roadshows, conference calls, onsite meetings for clients and business partners; Assist in handling regular and ad hoc client communications and requests;
3. Assist with the improvement and implementation of various work procedures, training plans, and other ad-hoc jobs and projects as required by the manager.
4. Other ad hoc projects.

Requirements

1. Master or final year students in Finance, Business, marketing or related disciplines; preferably related experience with asset management or securities industry;
2. Strong communication and coordination skills with excellent command of English, Mandarin and/or Cantonese fluency is a plus;
3. Attention to detail, responsible, and a good team player;
4. Proficiency in Microsoft Office, VBA and Python

Additional Information and Application Method

Please send your resume in English to recruitment@prudenceinv.com with "Prudence Marketing Intern" in the email subject line.



Successful candidates will be employed as 'Student Intern / Work Experience Students' under the Minimum Wage Ordinance. For details, please refer to http://www.labour.gov.hk/eng/news/pdf/Notes_for_Student_Employees_and_Employers.pdf.

Personal Information Collection Statement pertaining to Recruitment

All information received will be kept in strict confidence and only for employment-related purposes. The personal data collected will be used to assess your suitability to assume the job duties of the position for which you have applied and to determine preliminary remuneration, and benefits package to be discussed with you subject to selection for the position. It is our policy to retain the personal data of unsuccessful applicants for future recruitment purposes for a period of two years.

Under the Personal Data (Privacy) Ordinance, you have a right to request access to, and to request correction of, your personal data in relation to your application. If you wish to exercise these rights, please complete the "Data Access Request Form" specified by the Privacy Commissioner for Personal Data and forward it to hr.hk@prudenceinv.com



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