

Position: Summer Intern (Capital Markets & Advisory)

Responsibilities

- Support business development activities with senior management
- Assist in research and prepare presentation / research material on projects
- Work on various projects to support client relations
- Assist the team with other necessary day to day responsibilities
- Perform as-needed analyses to support corporate-level transactions such as acquisitions or joint ventures.
- Provides financial, analytical, and strategic support for evaluating potential M&A candidates and joint venture partners.
- Developing detailed financial models for potential transactions.

Requirement:

- Bachelor Degree of major in business or business related field preferred
- Strong computer proficiency (Microsoft Office skills, specifically Excel and PowerPoint)
- General level of financial knowledge is needed
- Quantitative and analytical skills
- Excellent quantitative, analytical and verbal/written communication skills
- Good judgment in confidential situations and ability to exercise discretion when handling confidential information
- Strong work ethic and teamwork skills
- Native/Fluent in Mandarin and English is highly preferred
- Immediate available is preferred

Please enclose resume and expected hourly/monthly salary to Human Resources and email to hrd@amtd.com.hk or AMTD Group Company Limited, 23/F & 25/F Nexxus Building, 40 Connaught Road Central, Hong Kong by mail.

We are equal opportunity employer and welcome applicants from all qualified candidates. Personal data collected will be treated in strictest confidence and handled confidentially by authorized personnel for recruitment related purposes. Applicants not hearing from us within six weeks from the date of advertisement may consider their application unsuccessful.

Position: Summer Intern (Human Resources)

JOB RESPONSIBILITIES

- Provide full spectrum all-rounded support to the HR team
- Recruitment: help to post job ads, screen CVs, arrange interviews and suggest relevant candidates to hiring manager.
- Compensation & Benefits: entering information into the system, handle MPF and Visa applications, onboarding and termination procedures, etc.
- Providing admin support and ad hoc HR assignments or projects

REQUIREMENTS

- Degree holder in Human Resources Management or equivalent
- Knowledge with Employment Ordinance, MPF Schemes Ordinance and related regulations
- Good command in English & Chinese
- Proficiency in MS Word and Excel, Chinese Word Processing
- Well-organized and initiative
- A team player, mature with good interpersonal skills
- Immediate available is preferred

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Position: Summer Intern (Legal & Compliance)

JOB RESPONSIBILITIES

- Working closely with Legal & Compliance team
- Assist in conducting compliance monitoring
- Assist in control room function
- Maintain inventory of compliance records in an orderly manner
- Provide administrative support to the team

REQUIREMENTS

- Bachelor Degree holder
- General understanding on regulatory requirements and compliance process is an advantage
- Good command in English & Cantonese & Mandarin
- Proficiency in MS Word and Excel, Chinese Word Processing
- Detail-oriented and well-organized
- Immediate available is preferred

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