

Date: Feb 2019

**Mirae Asset Global Investments (Hong Kong) Limited
Job Description – IT Internship**

Job Title : IT Internship (full time)

Reports to : Head of IT.

Brief Introduction of your Company/Organization:

Since 1997, Mirae Asset Global Investments Group has become one of Asia's largest independent asset managers and the world's largest active investors in emerging market equities. Globally, the Group has in excess of USD 82.53 billion of assets under management (as of March 2016) across a diversified platform to offer market-leading investment services and solutions in traditional equity and fixed income products, ETFs and alternative strategies, such as real estate, private equity and hedge funds.

Headquartered in Korea, the Group has a presence in 12 countries worldwide, including Australia, Brazil, Canada, China, Colombia, Hong Kong, India, Korea, Taiwan, United Kingdom, USA and Vietnam. The Group includes over 120 investment professionals dedicated to asset management in Asia and other emerging markets.

Main duties

Assist in the general IT tasks including IT support, IT Inventory, Troubleshooting PC problems, staffs training and regular report preparation.

The details are as under.

1. Assist in IT Support
 - Troubleshoot user PC problem.
 - Assist Head of IT on ad-hoc projects.
2. Assist in regular report preparation
 - Assist in consolidation of HK office weekly report
3. Assist on updating IT Inventory
 - Help on updating PC and laptop inventory.
 - Managing mobile phone inventory.
4. Perform Server inspection
 - Daily server room inspection.
 - Daily security log inspection.
5. Monitoring report upload
 - Monitoring daily bank report server.
 - Checking daily report upload.

Work Duration

Flexible at least 3 months.

Graduates who are available for full-time job will also be considered.

Application Method

Interested candidates please send your CV to Maggie.kwok@miraeasset.com.