Schroder Investment Management (Hong Kong) Limited

Part-time Student Intern

Key Responsibilities

- Conduct post trade monitoring for accounts managed in Taiwan and China
- Conduct manual checking for those restrictions that cannot be coded in Aladdin
- Maintain proper documentation of client and internal stakeholders correspondences
- Identification of false alerts and reach out to coding team for improvement.
- Prepare compliance certificates and related reports
- Provide assistance in various audit
- Assist to maintain breach records
- Conduct reconciliation of guidelines and rules coded
- Support Asia Pacific Portfolio Compliance team on ad hoc request

Requirements

- Students attaining Bachelor’s Degree in Law, Business, Commerce or Finance
- Energetic, detail-minded and positive working attitude
- Excellent communication and interpersonal skills to collaborate with colleagues
- Proficient in MS Office Applications e.g. Word, Excel and PowerPoint etc.
- Good command of English and Chinese
- Only non-final year students will be considered

Work Duration

8 weeks and some flexibility to work around students' school schedules (at least 2-3 days a week) subject to the line manager’s approval (open for discussion).

Application Method

Submit cover letter and CV to Jacylnn.tan@schroders.com.

Application Deadline

5 March 2021 (Friday)