



Company Introduction

Prudence 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 Business Intern

Location: Central, Hong Kong

Job Type: Full time / Part time

Responsibilities

1. All-round work experience opportunities in Business;
2. Assists in due diligence/ KYC document preparation according to internal procedures.
3. Assists in performing operations tasks and participating in different projects as assigned.
4. Ad-hoc assignments required by the Business team, if any.

Requirements

1. Undergraduate student in accounting, Finance, Economics, or business-related discipline
2. Excellent communication and organization skills with a positive learning attitude
3. Proficiency in PC skills, including Microsoft Word, Excel, and PowerPoint. Programming skills are a plus;
4. Good command of Chinese and English (Putonghua is preferred)

Additional Information and Application Method

Please send your resume in English to recruitment@prudenceinv.com with "Prudence Business 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