

Internship

Corporate Services Internship 2018 Program

Around here, it's more than a job!

We open a door to financial servicing industry

The internship starts in late April / early May for two months.

Your time here will look like this...

- Your internship starts with a one day orientation and training about running shareholder meetings for Hong Kong listed companies. Then, over the next eight weeks, you'll collaborate on fast pace meeting projects that contribute to the work of our Corporate Services professionals in delivering meeting administration services. Your major duties include:
- Conduct preparation work for shareholder meetings including but not limited to, meeting logistics, system set up and registration plan
- Manage shareholder registration and vote counting at shareholder meetings
- Assist daily work of the team
- Other ad-hoc duties as required by the respective department / team heads

We want to hear from you if...

- You are currently pursuing a higher education in an established institution.

Who we think will be a great fit...

- To succeed in this role, you must be able to demonstrate attention to details, a strong work ethic, and customer service focus. Excellent oral and written communication skills (English and Cantonese) are crucial. High levels of motivation, drive, tenacity and initiative are desirable.

Interested candidates please submit your online application via our career site:

<https://cpu.taleo.net/careersection/ex/jobsearch.ftl>

Graduate Jobs

Do you want to be in a role acting on behalf of Hong Kong's top listed companies every day?

If you're looking for a fast-track career that unlocks new opportunities by working closely with top listed companies, banks, regulators and professionals in the financial industry, Computershare is the place for you. Computershare is a household name in Hong Kong and Australia, our home country, where we are listed on the securities exchange (ASX: CPU). From modest beginnings in 1978, we have become the recognised global leader in our field, employing over 16,000 people in around 90 offices worldwide.

Our diverse portfolio of financial services and products across our entire group of companies offers you the opportunity to expand your network, skills, knowledge and experience both locally and internationally. We are currently seeking high caliber professionals to join our two of crucial teams as a **Client Services Officer** and **Corporate Services Officer**.

Client Services Officer, Share Registry Services

In this full-time role as a Client Services Officer, you will:

- Assist Client Services Manager in exploring new business opportunities
- Follow up ad-hoc corporate actions and understand the needs of clients
- Liaise with listed clients and professional parties and ensure client's instruction and regulatory requirement are fulfilled
- Work closely with the middle office or relevant parties in executing issuers' corporate action instructions
- Provide professional advice in response of enquires from client's or market intermediaries

Opening doors to support your career, you will be:

- Supported by our global processes and technologies
- Able to build relationships with top Hong Kong listed companies, banks and regulators
- Rewarded with an attractive salary package, including a **generous employee share plan**
- Subsidised for professional development opportunities

We want to hear from you if you are...

- Degree holder in Corporate Governance or business related discipline
- Candidate who has completed HKSI paper 1, 7 & 8 would be a plus
- A commercial minded self-starter with strong client orientation and work ethic
- Equipped with strong influencing and negotiation skills
- Attention to details, analytical and problem solving capabilities
- Proficiency in English and Chinese in writing and fluency in English, Mandarin and Cantonese

Corporate Services Officer, Share Registry Services

In this full-time role as a Corporate Services Officer, you will:

- Assist Corporate Services Manager on timetables for various corporate actions, including dividend payments, rights issue, open offer, scrip dividend, capital reorganization, change in authorized share capital, delisting, privatization, etc.
- Calculate entitlements for registered shareholders and prepare relevant correspondences to listed clients and paying banks
- Execute shares/units movement according to corporate listed clients' instruction
- Advise issuers of book closure period and record date of corporate actions based upon the relevant rules, if any, otherwise, the market best practices
- Liaise with listed clients on the logistics and on-site arrangement of shareholders meetings
- Deliver administration services at shareholder meetings, including registration of shareholders, meeting venue logistics and vote tabulation
- Arrange for typesetting of corporate communication documents (e.g. annual/interim reports, language election or e-communications forms, etc.), dividend cheques and share/unit certificates and oversee printing process
- Coordinate with relationship managers in executing issuers' corporate action instructions
- Liaise with responsible parties and oversee dispatch logistics to ensure the corporate communication documents be dispatched on schedule
- Prepare analysis reports and shareholder lists for listed clients
- Receive dealing instruction from listed clients and coordinate with internal parties for execution

Opening doors to support your career, you will be:

- Supported by our global processes and technologies
- Able to work with top Hong Kong listed companies and professional parties (e.g. paying banks, lawyers, investment banks, etc.)
- Rewarded with an attractive salary package, including a **generous employee share plan**
- Subsidised for professional development opportunities

We want to hear from you if you are...

- Degree holder in Business or related discipline
- Candidate who has completed HKSI paper 1, 7 & 8 would be a plus
- Ability to work independently and within a team
- Time management skills and ability to prioritise workloads
- Attention to details, analytical and problem solving capabilities
- Strong client orientation and work ethic
- Proficiency in Microsoft Office applications and Chinese word processing
- Proficiency in English and Chinese in writing and fluency in English, Mandarin and Cantonese

Computershare Hong Kong Investor Services Limited is an Equal Opportunities Employer. Personal data provided by job applicants will be used strictly in accordance with our personal data policy and for recruitment purposes only.

Computershare Plan Managers (HK/ China) is the largest provider of Employee Share Plan management services in Hong Kong and China and currently counts amongst 100+ of the most influential publicly listed Clients companies as clients where we manage all aspects of their Employee Share Plan.

Further develop your skills and experience in this **fast growing industry** and Client focused **international career opportunity** with **strong team culture!**

Financial Reporting Graduate Associate

With the successful establishment of our business in HK/China, we are looking for an enthusiastic and dedicated person to join our Financial Reporting team as a Financial Reporting Graduate Associate.

The key responsibilities of a Financial Reporting Graduate Associate:

- Servicing clients' share-based compensation related financial reporting needs
- Managing clients' plan & financial data in our databases
- Preparing and auditing financial reports
- Responding to written and telephone enquiries from clients
- Communicating with client's auditors and providing necessary assistance
- Assisting development programs and projects
- Assisting management in maintaining service & operation workflow
- Other Ad hoc tasks as required

To be considered for this position, the successful candidate is expected to have:

- University graduate with Bachelor Degree (or above) in Business/Commerce/Accountancy is a must
- An excellent communication skill. Good command of English & Mandarin Chinese is a must
- Ability to use MS Outlook, Excel, Word, and PowerPoint at an intermediate level is a must
- Good problem solving techniques and attention to details
- Excellent critical & logical thinking and data analysis skill
- Ability to multi-tasking and strong time management skill
- Strong self-learning skill and high degree of self-motivation
- Ability to work under minimum supervision and as part of a team
- Graduate majoring in accounting is a plus
- About 1-2 years' experience in accounting is a must
- Familiar with employee share-based compensation is a plus

Graduate Project Coordinator

With the successful establishment of our business in HK/China, we are looking for an enthusiastic and dedicated person to join our client implementation team as a Graduate Project Coordinator.

The client Implementation team is responsible for:

- The implementation of employee share plans for HK and US-listed companies
- The implementation of new processes and tools
- Provide ongoing support to internal client service and operation teams and external clients

The key responsibilities of a Graduate Project Coordinator:

- Assist in managing all aspect of new clients implementation
- Execute day to day tasks and manage projects according to deadlines
- Co-operate with colleagues around the globe, mainly from the UK and Australia on system management and enhancement
- Analyse and manage clients' employee share plans data; Manage clients' expectation and setting realistic timeframes to deliver consistent, timely and exceptional services to clients
- Responding to written, emailed and telephone enquiries from clients and internal teams
- Assist team leader as required

To be considered for this position, the successful candidate is expected to have:

- Educated to degree level or above
- Previous experience in project management will be an advantage
- candidate who has HKSF Type 1 license would be a plus
- Strong client orientation and work ethic
- Excellent communication skills with a strong command of English, Mandarin and Cantonese
- Attention to details, analytical and problem solving capabilities
- Strong influencing and negotiation skills
- Time management skills and ability to prioritise workloads

Application Procedure

If you want to be part of our leading brand, please submit an online application via our career site:

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