



Position + Profile

JOB TITLE:	Intern, Hong Kong
DIVISION / SECTOR:	Investment Management
REPORTS TO (title):	Mentor assigned
LOCATION:	Hong Kong

Position Overview: *(the primary reason the position exists)*

This role is responsible for assisting the Investment Management teams undertaking financial analysis and reporting via our Internship Training Program. This role is designed to offer a broad range of experience in investment and property management.

Key Responsibilities:

This role will be mentored by a department head and / or senior manager and rotated through all areas of the property services with the focus on the investment management team.

Investment Management Team

- + Assist in the preparation of KPI's and portfolio statistics
- + Track and maintain data for the investment portfolio
- + Assist in the preparation of reports and financial statistics to investors
- + Provide accurate financial and reporting information to the analyst team
- + Assist in the preparation of presentations on the Funds and the Asian market
- + Assist in the financial modelling of historic and forecast performance of the Funds and properties
- + Research information where on the market, customers and peers

Property Services Team

- + Assist in variance reporting on budgets and tenancy
- + Prepare internal approvals for leasing and capital expenditure in line with delegated authorities
- + Assist Leasing team on renewals and lease restructures including analysis of lease

transactions, budget, reforecast and market rentals

- + Liaise with marketing to ensure updated marketing plans and materials
- + Support to Property Managers and the team on general property management issues in the portfolio, repositioning projects and ad hoc analysis projects and assist in consolidating data for reporting
- + Assist in quarterly re-forecast and monthly variance monitoring of the Net Property Income (Income and Expenses)
- + Other duties as assigned from time to time

Reporting Relationships:

This position reports directly to the mentor assigned or any other persons assigned by the Company from time to time.

Competencies: *(knowledge and soft skill requirements of this position)*

- + Job and Technical Knowledge
- + Analytical and financial skills
- + Initiative and problem solving
- + English report writing skills
- + Good interpersonal skills and team player
- + Personal Effectiveness and Self-Management
- + Work Output- Quality and Volume
- + Sharing Knowledge and Teamwork
- + Communication

Skills & Qualifications: *(education, experience and technical skills required of this position)*

- + Undergraduate degree or similar in finance, property, mathematics or related discipline
- + Strong excel and analytical skills
- + Strong skills in writing and verbal communication
- + Fluent English and preferably Cantonese