

# SOCIETE GENERALE INTERN OPPORTUNITIES

*Hong Kong*

**JOIN THE BANK  
THAT KNOWS HOW TO  
DEVELOP TALENTS**



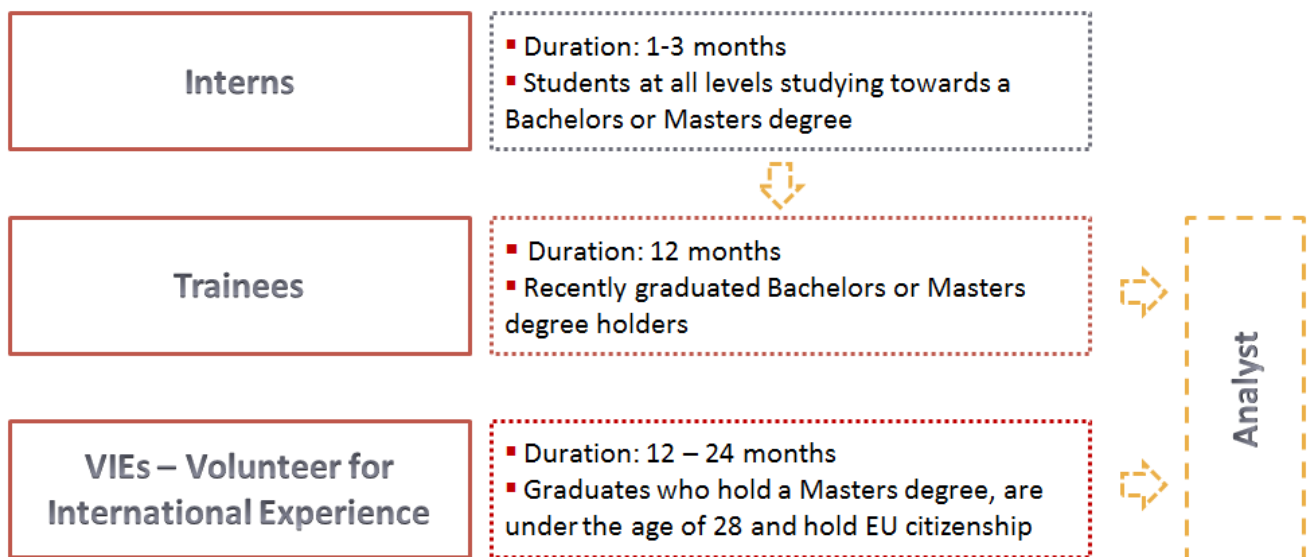
## WHO WE ARE?

Our expertise in the Asia Pacific region ranges from Corporate and Investment Banking (Advisory, Financing and Global Markets) to Asset Management, Securities Services, Trade Finance and Cash Management Services. Leveraging on our formidable global footprint, we serve corporates, financial institutions and the public sector.

The Corporate and Investment Banking (SG CIB) arm of the Societe Generale group is present in over 50 countries across Europe, the Americas and Asia. SG CIB provides corporate, financial institutions, investors and public sector clients with value-added integrated financial solutions.

With our regional headquarters in Hong Kong, we operate in 11 countries across Asia Pacific, employing over 7,100 employees in the region.

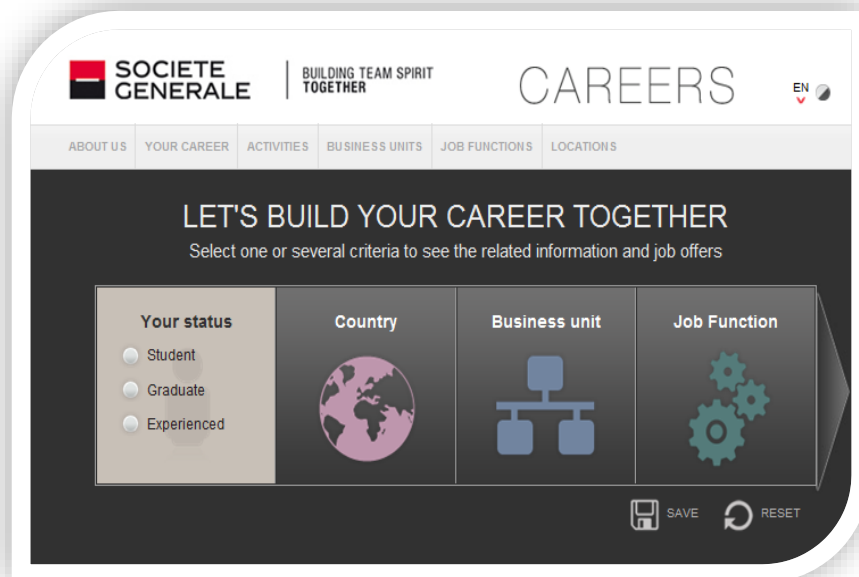
## WHAT JUNIOR OPPORTUNITIES WE OFFER IN HONG KONG?



## OUR APPLICATION PROCEDURE?

To apply for junior opportunities, please visit the Societe Generale Careers website at:

[www.careers.societegenerale.com](http://www.careers.societegenerale.com)





## **INTERN OPPORTUNITIES WITHIN GLOBAL MARKETS**

### **INTERN: COO Assistant, Prime Services**

The Chief Operating Officer (COO) team in Global Markets Department supports, develops and supervises the Global Markets activities in their day to day operations as well as strategic development. As they cover the business front to back, regionally as well globally they are exposed to many processes, procedures, systems, and people.

This position would be dedicated to the Prime Services business line which offers prime brokerage and clearing services to institutional clients.

### **Main Responsibilities**

- Assist in the day to day work for the sales executives
- Insure smooth operations of the desks in interaction with other departments (e.g. IT, Operations, Risk, Legal and Compliance, Finance etc.)
- Follow-up on client on-boarding cases
- Follow-up on business lines KPIs (PnL validation, internal controls alert cases etc.)
- Produce periodical and ad-hoc activity reports for desks and business line management
- Perform administrative tasks (maintain various mappings, referential, org charts, seating plan, etc.)
- Perform activity controls and recurring checks
- Handle desks and clients' enquiries
- Maintain procedures and business line presentations/marketing documents up to date
- Simplify or automate recurring processes run by the COO team

### **Your Profile**

- Currently studying towards a Bachelors or Masters degree in Business, Finance or similar
- Familiar with MS Excel and PowerPoint
- Ability to work independently
- Good team player
- Good interpersonal and communication skills
- Fluent English is mandatory, with Asian language being a plus

**INTERN: COO Assistant, Web Designer Focus**

Global Markets within SG CIB in Hong Kong broadly covers Equity Derivatives, Fixed Income & Currencies and Commodities. The Intern will join the COO team and work closely with the senior COO Officers, Sales and Traders. The intern will support Fixed Income & Currencies COO in different tasks and projects and in particular the revamping of a dedicated intranet. The ideal candidate should have good user interface design skills.

**Main Responsibilities**

- Support the COO office with daily requests
- Support the management for the medium – long term project
- Revamp our dedicated intranet and conceptualize website design ideas that bring simplicity and user friendliness
- Establish and promote design guidelines, best practices and standard

**Your Profile**

- Currently studying towards a Bachelors or Masters degree in Business, Information Technology, Marketing or similar
- Banking experience preferred but not mandatory
- Proven work experience is a plus
- Excellent visual design skills and graphic design skills with sensitivity to user-system interaction
- Proficient in HTML, CSS and JavaScript for rapid prototyping
- Able to solve problems creatively and effectively
- Fluent English is mandatory, with Cantonese and Mandarin being a plus

## **INTERN: Engineering, Data Analysis Project**

Global Markets within SG CIB in Hong Kong broadly covers Equity Derivatives, Fixed Income & Currencies and Commodities. Our Engineering team is the central engineering team driving engineering activities (central structuring, advisory and product marketing) across all products.

### **Mission & Objectives:**

- **DIGITALIZATION:** Provide clients & sales with digital solutions in line with the Digital Office
- **AUTOMATION:** Sales process optimization with the relevant experts from Engineering & Information Technology teams on the industrial chain
- **TACTICAL DEVELOPMENT.:** Launch & manage projects under short time frame with Clients and Sales (combining Information Technology Department's rapid development teams and front development teams)

The Intern will be helping to consolidate all Requests for Quote coming from many services exposed to clients, create online report and doing analysis on it:

### **Main Responsibilities**

- Work in collaboration with Front Office and Developers
- Gain global understanding of the entire environment
- Provide dedicated report for Sales Teams

### **Your Profile**

- Currently studying towards a Bachelors or Masters degree in Engineering, Finance or similar
- Demonstrate the capacity to work in a team environment, on collective success
- Display responsibility and act ethically
- Display commitment, demonstrating consideration for others
- Proficiency in Excel macro development / VBA preferred
- Good communication skills
- Fluent English is mandatory, with an Asian language being a plus

## **INTERN: Engineering, Pricing**

Global Markets within SG CIB in Hong Kong broadly covers Equity Derivatives, Fixed Income & Currencies and Commodities. We have internships available across the following functions within our Global Markets business line in Hong Kong.

Our Engineering team is the central engineering team driving engineering activities (central structuring, advisory and product marketing) across all products.

### **Main Responsibilities**

- Gain exposure on pricing of structured products
- Participate in the design of a trade idea
- Develop VBA macros responding to pricing needs, investment strategies or client requests
- Maintain the existing tools and upgrade them according to business evolution
- Generate and Maintain reports
- Work in collaboration with Sales / Trading / Front Office Developers/ Research and Development / Middle Office
- Assist in the production of marketing documents

### **Your Profile**

- Currently studying towards a Bachelors or Masters degree in Engineering, Finance or similar
- Demonstrate the capacity to work in a team environment, on collective success
- Display responsibility and act ethically
- Display commitment, demonstrating consideration for others
- Proficiency in Excel macro development / VBA preferred
- Reliable and attentive to details
- Able to adapt quickly to challenging situations and find innovative solutions
- Familiar with structured products
- Good communication skills
- Fluent English, with an Asian language being a plus



## **INTERN: Credit Sales**

Our Credit Sales team is a transversal business function ensuring an optimized client relationship setup, directly with sales in charge of distribution and non-frequent user clients, and indirectly with all sales within Global markets.

### **Main Responsibilities**

- Assist the credit sales team in handling internal work, not directly facing the client
- Develop tools needed by the credit sales team to facilitate their everyday work
- Monitor the booking and settlement of client deals to make sure everything is in order
- Monitor client valuation reports to check the details are correctly sent out

### **Your Profile**

- Currently studying towards a Bachelors or Masters degree in Engineering, Finance or similar
- Demonstrate the capacity to work in a team environment, on collective success
- Display responsibility and act ethically
- Display commitment, demonstrating consideration for others
- Proficiency in Excel macro development / VBA preferred
- Must be very reliable and pay particular attention to detail
- Ability to adapt quickly to challenging situations and find innovative solutions
- Familiar with structured products
- Good communication skills
- Fluent English is mandatory, with an Asian language being a plus

**INTERN: Emerging Trading Desk Trader Assistant**

The Intern will join the Emerging Trading Desk team and work closely with the Management and Traders. The main products traded are Fixed Income, Interest rate and FX products, denominated in Asian currencies.

**Main Responsibilities**

- Produce daily requests
- Support traders on daily requests such as reporting of day end PNL, producing analyses, trouble shooting any particular issues
- Work closely with Support functions (IT, Operations, PnL, and Accounting) to solve out any issues
- Support the management for the medium – long term project

**Your Profile**

- Currently studying towards a Bachelors or Masters degree in Finance, Business or related disciplines
- Have a strong mathematical background
- Good VBA knowledge
- Banking experience preferred but not mandatory
- Result oriented, determined and able to make dependent decision
- Fluent English is mandatory, with Cantonese and Mandarin a plus

**INTERN: Sales**

Global Markets Sales Activities in Asia Pacific is fully integrated global cash to structured Institutional & Corporate sales force with strong local footprint and coverage to offer optimum client service. They offer Clients a full and comprehensive product set from cash to derivatives in all assets, and from pre- to post-trade services.

**Main Responsibilities**

- Client on-boarding internal processing
- Reporting
- After trade deal and system management
- Collaborate in creating client presentations
- Gather Market intelligence
- Coordinate the organization of client events
- Any other Sales administration tasks

**Your Profile**

- Currently studying towards a Bachelors or Masters degree in Business, Finance or similar
- Demonstrate the capacity to work in a team environment, on collective success
- Display responsibility and act ethically
- Display commitment, demonstrating consideration for others
- Have good communication skills
- Have knowledge in financial markets
- Have strong numerical skills including be proficient in Excel and PowerPoint
- Fluent English is mandatory, either Mandarin, Korean, Japanese or French being a plus

## **INTERN OPPORTUNITIES WITHIN OPERATIONS**

### **INTERN: On-boarding**

Our Onboarding Pilot team is the central point of contact for all client onboarding and we provide KYC, Legal, regulatory expertise to all clients and Business Lines in APAC region.

### **Main Responsibilities**

- Gain exposure on client onboarding journey and Regulatory/AML requirements
- Produce and maintain performance and tracking reports
- Develop VBA macros responding to prioritization needs, efficiency gains and automation
- Maintain the existing tools and upgrade them according to business evolution
- Work in collaboration with Front Office / Project Management / KYC teams / Other members of the onboarding organization in other regions
- Help organize meetings and write their minutes

### **Your Profile**

- Currently studying towards a Bachelors or Masters degree in Engineering, Finance or similar
- Demonstrate the capacity to work in a team environment, on collective success
- Display responsibility and act ethically
- Display commitment, demonstrating consideration for others
- Proficiency in Excel macro development / VBA preferred
- Must be very reliable and pay particular attention to detail
- Ability to adapt quickly to challenging situations and find innovative solutions
- Familiar with structured products
- Good communication skills
- Fluent English is mandatory, with an Asian language being a plus

**INTERN: Client Services**

Client Services Asia ex-Japan (Principal) is composed of Account Managers and Product Events reporting across Equity derivatives, Fixed Income and Commodity business units. The team covers all type all clients: Banks, Hedge Funds, Asset Managers, Corporate, and Central Banks.

**Main Responsibilities**

- Clients communication:
  - Take charge of any escalation request (information request, claims, complaint etc.)
  - Actively monitor and follow up with clients and outsourced and off shored teams on the timely settlements of trades
  - Prepare and monitor clients' feedback on the quality of SG's operational quality; their preferred confirmation / systems / procedures and advise the Business accordingly
  - Work closely with Client Relationship Managers on enhanced serviced toward Tier1 Clients
- Back-office relationship:
  - Follow-up of operations and set up of action plan whenever necessary to solve ongoing issues
  - Manage database for client requests and claims
  - Analysis and communication of a monthly report in order to inform and improve the quality of our processes
  - Give clients information and feedback to our Back Office: clients contacts, Standard Settlement Instructions, organization
- Front-office assistance:
  - Act as an intermediary between salesperson, back-office, and any other SG service whenever necessary
  - Engage Front Office in the issues surrounding settlement. Keep them regularly updated on the major issues and seek escalation on the major issues
  - Follow the on boarding of new Clients / Products

**Your Profile**

- Currently studying towards a Bachelors or Masters degree in Business, Finance or similar
- Good working knowledge in Computer literacy
- Basic knowledge of Financial products
- Strong Innovation skills
- Able to work under pressure
- Good communication skills
- Fluent English is mandatory, with an Asian language being a plus

## **INTERN OPPORTUNITIES WITHIN INFORMATION TECHNOLOGY**

### **INTERN: Application Support**

The Information Technology department (ITEC) of GBIS is composed of talented professionals who every day translates ideas into action by combining the strength of our expertise in IT with a deep understanding of investment banking. Every day our teams are ensuring that we deliver the service our businesses need to compete and serve Societe Generale's clients. Our objective is to deliver great production services in a well-controlled and cost effective way, and to deliver competitive application systems that allow GBIS to grow its business in existing and new markets, launch new products and take advantage of new opportunities when they arise.

Our Application Support team supports the Global Market (Prime Services) business and Cross Asset Execution activities which includes tasks such as providing a level 1 and 2 support to the users of the Global Market activities' information system, with a focus on applications used by the Prime Services business line on Equity and Derivatives.

### **Main Responsibilities**

- Participate into the day to day IT support for the Prime service business activity
- Investigate production issues. Raise change request or escalate to the next level of support or development team if need be. Communicate and report to IT peers and trading teams
- Learn ITIL processes and leverage on it to help improving the day to day activity of the Support team members
- Capture requirements, build, test and deploy to address reporting requirement of the Support team activity tracking, through the IT tracking system (ServiceNow)
- Involve into the Support procedure documentation improvement
- The candidate should have first exposure on a Windows environment and SQL

### **Your Profile**

- Currently studying towards a Bachelors or Masters degree in Engineering, Finance or similar
- Demonstrate the capacity to work in a team environment, on collective success
- Display responsibility and act ethically
- Display commitment, demonstrating consideration for others
- Academic background or a first experience with Java development and/or other object oriented language
- Must be very reliable and pay particular attention to detail
- Ability to adapt quickly to challenging situations and find innovative solutions
- Good communication skills
- Fluent English is mandatory, with an Asian language being a plus

**INTERN: IT Business Management**

The business management team is right at the very center of running the Technology division of SG as a business. It is responsible for providing decision support and IT activity performance reporting. This department includes IT Budget construction and cost monitoring with the Finance department, Resources Planning with the executive managers, Portfolio & Project Management Office, Processes and Tools, Agile and Continuous Delivery coaching and Knowledge Management.

**Main Responsibilities**

- Participate in the performance analysis of the Technology Division
- Understand and document our key processes
- Participate in initiatives to simplify and automate processes

**Your Profile**

- Currently studying towards a Bachelors or Masters degree in Business Management, Engineering, Finance or similar
- Demonstrate the capacity to work in a team environment, on collective success
- Display responsibility and act ethically
- Display commitment, demonstrating consideration for others
- Academic background or a first experience with Java development and/or other object oriented language
- Must be very reliable and pay particular attention to detail
- Ability to adapt quickly to challenging situations and find innovative solutions
- Good communication skills
- Fluent English is mandatory, with an Asian language being a plus

## **INTERN: Front Office Software Development**

Our Front Office Development team ensures the delivery of projects and the maintenance of all software related to Capital Market front office activities: electronic markets, real-time trading, risk management solutions and sales applications.

### **Main Responsibilities**

- Participate into Front Office applications development
- Involve into the day to day support for the Front Office users
- Help manage users' requirements/problems and identify business priorities
- Communicate and report to IT peers and trading teams

### **Your Profile**

- Currently studying towards a Bachelors or Masters degree in Engineering, Finance or similar
- Demonstrate the capacity to work in a team environment, on collective success
- Display responsibility and act ethically
- Display commitment, demonstrating consideration for others
- Academic background or a first experience with Java development and/or other object oriented language
- Must be very reliable and pay particular attention to detail
- Ability to adapt quickly to challenging situations and find innovative solutions
- Good communication skills
- Fluent English is mandatory, with an Asian language being a plus



## INTERN OPPORTUNITIES WITHIN GLOBAL TECHNOLOGY SERVICES

### **INTERN: COO**

Created in 2009, Global Technology Services (RESG/GTS) is one of the European financial sector's largest shared service centres for IT infrastructures. RESG/GTS currently supports over 85% of Societe Generale's IT infrastructures in France and around the world. GTS Asia supports the IT infrastructure of SG in Asia, enable its business operation and development with quality and innovative digital solutions.

The COO team is a transversal function looking after the financial aspects of GTS, where we spend a significant budget in IT expenses.

### **Main Responsibilities**

- Assist our financial control to execute an important transformation project
- Optimize the process for procurement and payment of external IT services
- Produce and automate report generation to enhance operational efficiency
- Take on and lead small initiatives
- Work closely with people across all GTS departments

### **Your Profile**

- Currently studying towards a Bachelors or Masters degree in Engineering, Finance or similar
- Demonstrate the capacity to work in a team environment, on collective success
- Display responsibility and act ethically
- Display commitment, demonstrating consideration for others
- Proficiency in Excel macro development / VBA preferred
- Must be very reliable and pay particular attention to detail
- Ability to adapt quickly to challenging situations and find innovative solutions
- Good communication skills
- Fluent English is mandatory, with an Asian language being a plus

## **INTERN: Architecture & Innovation**

The Purpose of End Users Services team is to ensure that end users tools and the corresponding technical services all operate smoothly and new solutions are deployed to successfully reach our digital transformation ambition. The End Users Services team also facilitates mobility through new offers especially for laptops, smartphones, tablets and/or remote access.

Our Architecture and Innovation is focusing on the new products and solutions for end user services. We define the strategy and evolution of the service offers, management of innovation for the workplace. Currently, digital workplace is one of our strategy we are focusing to have more efficient workplace environment for our business.

### **Main Responsibilities**

- Assist the team in new technologies study and presentation to business
- Develop tools or scripts for self-service and automation
- Follow the initiatives of the team and prepare report for it

### **Your Profile**

- Currently studying towards a Bachelors or Masters degree in Engineering, Computer Science or similar
- Demonstrate the capacity to work in a team environment, on collective success
- Display responsibility and act ethically
- Display commitment, demonstrating consideration for others
- Full stack development skills and basic understanding for Active Directory and Microsoft products
- Understand the IT trends and new technology solutions in the market
- Must be very reliable and pay attention to detail
- Ability to adapt quickly to challenging situations and find innovative solutions
- Good communication skills
- Fluent English is mandatory, with an Asian language being a plus

## **INTERN: Change Management**

Change management is a key component of our digital transformation to adopt and use all the benefits of new technology in our day to day work. Adoption requires that users change their behaviour. This role will focus on the people side of change, ensuring deployment of new tools or services meet objectives by increasing employee adoption and usage.

### **Main Responsibilities**

- Assist the change manager to implement the change management strategy
- Drive faster adoption through new content creation, training support or activities creation and implementation
- Support training efforts
- Support, engage and coach support team to engage and coach employees
- Support, engage and coach employees
- Support communication efforts
- Propose new ways of engaging users to embrace change
- Define and measure success metrics and monitor change progress

### **Your Profile**

- Currently studying towards a Bachelors or Masters degree in Communications or similar
- Demonstrate the capacity to work in a team environment, on collective success
- Display responsibility and act ethically
- Display commitment, demonstrating consideration for others
- Strong execution skill, reliable and pay particular attention to detail
- Some knowledge of Microsoft Productivity Suite (Word, PowerPoint, Excel, OneNote, Outlook, Skype for Business)
- Some knowledge and application of training and communication methodologies and best practices
- Ability to adapt quickly to challenging situations and find innovative solutions
- Good communication skills and able to communicate with employees at various levels
- Fluent English is mandatory, with an Asian language being a plus

## **INTERN: User Support**

The Purpose of End Users Services team is to ensure that end users tools and the corresponding technical services all operate smoothly and new solutions are deployed to successfully reach our digital transformation ambition. The End Users Services team also facilitates mobility through new offers especially for laptops, smartphones, tablets and/or remote access.

Our User Support division is responsible for all end user help activities.

### **Main Responsibilities**

- Assist the support team in new technologies deployment project
- Develop tools needed by users for self-service and automation
- Prepare reports to measure teams activity and KPI

### **Your Profile**

- Currently studying towards a Bachelors or Masters degree in Engineering, Computer Science or similar
- Demonstrate the capacity to work in a team environment, on collective success
- Display responsibility and act ethically
- Display commitment, demonstrating consideration for others
- Full stack development skills or Proficiency in Excel macro development / VBA
- Basic understanding for Active Directory or MS SQL
- Must be very reliable and pay particular attention to detail
- Ability to adapt quickly to challenging situations and find innovative solutions
- Good communication skills
- Fluent English is mandatory, with an Asian language being a plus

## INTERN OPPORTUNITIES WITHIN MARKET ANALYSTS AND CERTIFICATION COMMUNITY

### **INTERN: Cross Business Analyst**

As a traversal group, Cross Business Analyst (CBA) team is in charge of production and certification of various risk metrics including market risk, VAR back-testing, counterparty credit risk, credit valuation adjustment, margin call valuation, liquidity, PNL consolidation and Risk Weighted Asset. CBA team in Asia Pacific region has a double-objective of being part of global certification group and supporting directly the Chief Risk Officers of the region.

The role will require close co-operation with worldwide Market Activity and Certification Community teams and several departments across the region.

### **Main Responsibilities**

- Monitoring, analysis and reporting of counterparty credit risk and market risk metrics on local axis
- Improving the current system of production and certification
- Documenting market risk and counterparty risk production and certification procedures

### **Your Profile**

- Currently studying towards a Bachelors or Masters degree in Finance, Risk management, Engineering, Mathematics or similar
- Understanding of market risk, counterparty risk and OTC derivatives
- Enterprising, curious, pro-active, rigorous and strong team spirit
- Good communication and organizational skills
- Strong Excel skill required and VBA programming skill preferred
- Fluent English and Chinese is mandatory, with French would be a plus

## **INTERN: Market Data Certification**

Market Analyst & Certification Community (MACC) is a support function department within SGHK. The primary mission of MACC department is to produce, analyze, certify and monitor financial and risk metrics of the global market activities. The activities covered by MACC include Equities & Derivatives, Fixed Income, Commodities, and Prime Services (Agency).

The Market Data Certification Team mandate mainly consists of the following:

- PnL Certification
- Market Risk Certification
- Accounting Certification
- Market Data Certification
- Projects

As a regional hub of Asia Pacific, HK MACC's function covers Rates, FX, MM in countries such as Hong Kong, Singapore, Korea, Japan, Taiwan, India, China and Australia.

### **Main Responsibilities**

- Assist in documentation on Market Data Certification for curve and underlier creation
- Assist in Curve Manager documentation
- Study on historical market data relevant for FIC Asia perimeter Risk and PnL
- Create tool to industrialize market data certification for market risk analysis
- Provide general assistance for knowledge cross sharing of specialist functions within the team

### **Your Profile**

- Currently studying towards a Bachelors or Masters degree in Finance, Engineering or similar
- Understanding of capital markets
- Good team player, demonstrate the capacity to work in a team environment, on collective success
- Display responsibility and act ethically
- Display commitment and demonstrate consideration for others
- Good communication and organizational skills
- Pro-active, swift, analytical, rigorous, able to multi task and work under pressure
- Fluent English with excellent written skills is mandatory, with other Asian language would be a plus

## INTERN OPPORTUNITIES WITHIN GLOBAL FINANCE

### **INTERN: Debt Capital Markets**

SG's Debt Capital Markets group has responsibility for advising issuers (corporates, financial institutions and public-sector entities) on their issuance strategy in the primary debt capital markets, and executing the related transactions. SG's strengths reside primarily in cross-border offerings in public or private format.

The intern's primary function will be to support the senior staff from origination to execution/closing of transactions and meaningfully contribute to the profitability of the group.

### **Main Responsibilities**

- Prepare update of relevant capital markets data
- Assist in the preparation of marketing documents (market update, peer analysis, secondary pricing performance, primary pricing indications)
- Monitor primary market developments (recent transactions, pipeline and market rumors)
- Assist in execution of transactions
- Perform regular research on latest product developments and potential/existing business opportunities

### **Your Profile**

- Currently studying towards a Bachelors or Masters degree in Economics, Business, Finance or similar
- Strong analytical and communication skills, highly numerate
- Good knowledge of fixed income markets and derivatives
- Experience with SE Asian debt capital markets is beneficial, but not essential
- Commitment to work demanding hours with a positive attitude
- Ability to multi-task and prioritize
- Willingness to step up in a small team environment
- Good command of Word, Excel, PowerPoint. Bloomberg would be a plus
- Fluent English and Chinese are mandatory. Other Asian language would be a plus

## **INTERN: Natural Resources & Energy Financing Analyst**

The natural resources and energy long term finance team is in charge of origination, structuring and implementing structured and project finance for clients in the natural resources and energy sector in the Asia Pacific Region.

As an intern in the team the candidate's primary mission will be support the team.

### **Main Responsibilities**

- Assist in all aspects of the marketing process including market research
- Put together pitch books
- Assist in all aspects of the credit process
- Prepare credit applications
- Ensure that all credit and marketing material is completed in a timely manner and to the expected standard
- Keep up to date with changes in the natural resources markets
- Work jointly with other Business Lines as the case may be, including M&A, Commodities and Safe Department
- Assist in reporting tools

### **Your Profile**

- Currently studying towards a Bachelors or Masters degree in Accounting, Finance, Legal, Engineering or similar
- Good knowledge of accounting and finance and/or legal, e.g. proof of some professional exams or selective subjects in accounting and finance and/or legal during university study would be an advantage
- Basic knowledge of credit and risk assessment, cross border loan and project finance is preferred but not a must
- Demonstrate team work spirit and willing to learn and deliver assigned task under tight deadline
- Fluent English and Chinese are mandatory. Other Asian language would be a plus



## **INTERN: Advisory & Financing Group**

The Advisory and Financing Group (AFG) combines Strategic Acquisition Finance (SAF) and Rating Advisory (ADV). This group, as a driving force of our strategic dialogue with our key clients, delivers first-in-class rating and acquisition finance-related services.

You will be based in Hong Kong and work in the Advisory & Financing Group team covering Asia Pacific.

### **Main Responsibilities**

- Marketing
  - Assist in the preparation of pitches and other marketing materials
  - Gather information from a variety of sources on potential customers and targets (company accounts, broker notes, market reports, Bloomberg, Internet, etc.)
- Execution
  - Handle technical, commercial, financial and legal due diligences, review reports and extract key information
  - Participate in the preparation of credit applications to obtain approval to execute deals

### **Your Profile**

- Currently studying towards a Bachelors or Masters degree in Economics, Business, Finance or similar
- Previous experience within a bank (preferably in corporate/structured finance) is a plus
- Good analytical and modelling skills
- Strong attention to details
- An interest for complex structuring techniques
- Ability to provide precise write-up through digestion of various materials
- Pro-active, adaptable and reliable
- Able to deliver with accuracy under time pressure
- Good communication skills and cooperative spirit
- Good command of Word, Excel and PowerPoint
- Fluent English is mandatory

## INTERN OPPORTUNITIES WITHIN DEVELOPMENT AND FINANCE

### **INTERN: Financing Product Control**

The Financing Product Control team is responsible for ensuring the production, analysis and certification of financial aggregates on Financing and Advisory activities. The team plays a crucial role as partner and advisor to Global Financing Department, Coverage and Investment Banking Department and Cash Management teams and provides the management with the means to monitor their performance.

#### **Main Responsibilities**

- Ensure the operational support and control of Financing and Advisory activities
- Help on monthly P&L report and management dashboards for the different business lines
- Review the proper booking and classification of expenses and comment on the evolution of operating expenses
- Conduct detailed ad-hoc studies on specific areas of business (E.g. Cost savings, Fee booking, reconciliation accounting vs. back-office)
- High cooperation with different stakeholders: Development and Finance Department, Global Financing Department, Coverage and Investment Banking Department, Business lines, Operations and other Finance teams

#### **Your Profile**

- Currently studying towards a Bachelors or Masters degree in Business, Finance or similar
- Strong analytical and technical skills including Excel, Word and PowerPoint
- Ability to communicate effectively across all levels
- Excellent organizational skills
- Fluent English is mandatory, with French is an advantage

# SOCIETE GENERALE TRAINEE OPPORTUNITIES

*Hong Kong*



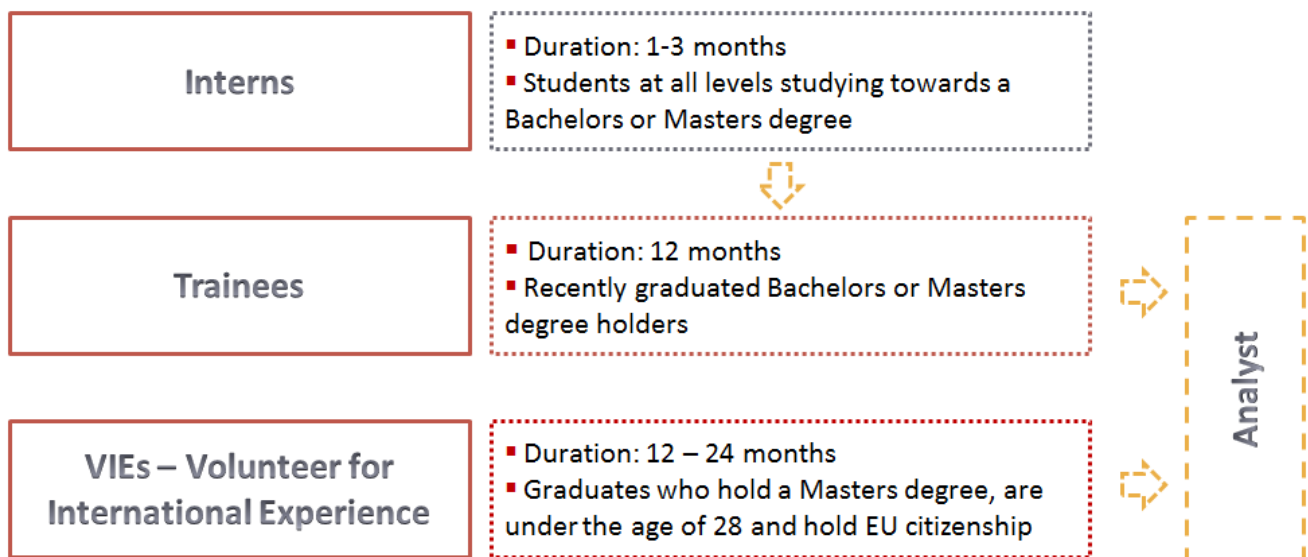
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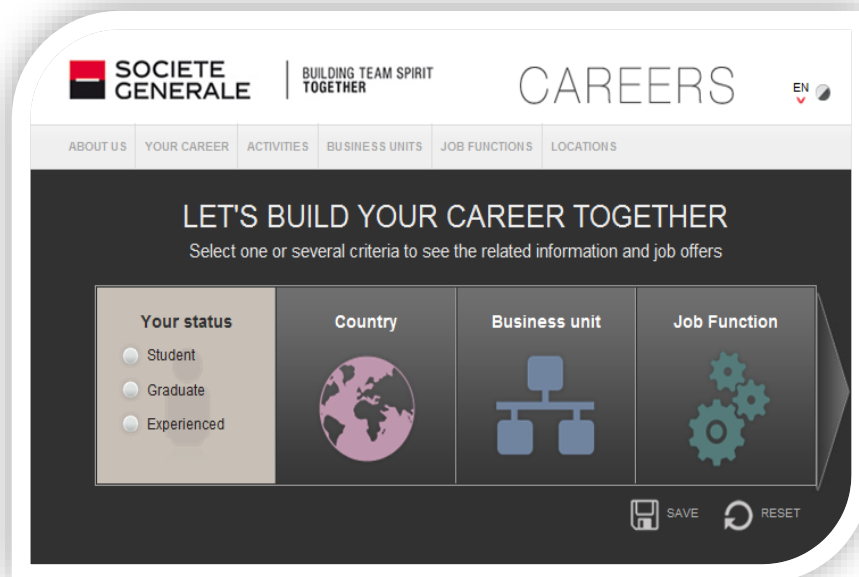
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## **TRAINEE OPPORTUNITIES WITHIN GLOBAL MARKETS**

### **TRAINEE: Financial Engineering Assistant**

The Financial Engineering and Structuring Team is in charge of product development, pricing and marketing of structured products. The Trainee will cover all fixed-income derivatives products and the following asset-classes:

- Rates
- Credit
- Foreign exchange

### **Main Responsibilities**

- Support structurers in providing fast and accurate pricings to sales
- Maintain and improve existing spreadsheets used by the desk
- Develop with structurer on specific products a deep understanding and knowledge of parameters impact on pricing
- Develop new products and strategies under the lead of a pricer
- Collecting/analyzing flow information and client intelligence
- Establish good relationships with sales and trading departments

### **Your Profile**

- Hold a relevant Bachelors or Masters degree in Finance, Economics, Engineering or similar
- Previous experience in a trading floor environment is a plus
- Microsoft Office, in particular Excel, VBA and Power Point
- Proven analytical, computer and interpersonal skills as well as exceptional writing, communication and presentations skills
- Strong team player who can demonstrate creativity and initiative
- Strong interest in financial markets and understanding complex products
- Fluent English is mandatory

### **TRAINEE: Economics Research**

The successful candidate will be given a firsthand experience of mainly economic and rates strategy research within the field of investment banking, learning the ropes of data gathering and analysis, publication production and client marketing.

The team is based in multiple geographies and works closely with the front-office business lines. This position offers the opportunity to work with one of the best ranked teams within economic research in investment banking.

### **Main Responsibilities**

- Development of economic and rates analysis drawing on the teams datasets under the guidance of the senior economists/strategists
- Managing the production process of team documents
- Delivering responses to external surveys
- Assisting on the smooth functioning of client servicing
- Assisting the team on client marketing activities

### **Your Profile**

- Hold a qualification in Economics, Mathematics, Finance or similar
- Excellent communication skills, written and oral
- Present a professional and articulate persona at all times dealing with internal and external parties in a confident and professional manner, both face to face and by telephone
- Strong planning skills and the ability to support the Asia Chief Economist and the team with a proactive approach to enable them to stay on top of the workflow
- Able to deal with a quickly changing environment in a calm and efficient manner
- A flexible approach to work
- Able to prioritize different tasks and requirements
- Ability to work under pressure
- Able to build good working relationships with colleagues
- Ability to take responsibility and work independently
- Fluent in English, Mandarin or Cantonese

**TRAINEE: Global Markets Analyst within Equity Derivatives and Macro Strategy**

Under the responsibility of the Flow Strategy and Solutions team, you will support the Equity Derivatives and Macro Strategist. You will primarily be in charge of generating and maintaining Strategy reports.

During this 12 month contract, you will assist the Strategist in the development of Flow equity derivatives and Macro ideas, the generation of publication reports and the development of new tools to support the business (Excel / VBA / MySQL).

This role will allow you to gain an excellent experience in Market Finance and a valuable knowledge of Equity derivatives

**Main Responsibilities**

- Produce customized Strategy graphs, back-testing and support for Trade Ideas
- Generate and maintain equity derivatives reports
- Assist in the production of marketing documents & market color
- Develop VBA macros or IT light solutions to analyze investment strategies
- Maintain the existing tools & upgrade them according to business evolution

**Your Profile**

- Hold a relevant Bachelors or Masters degree in Finance, Engineering or similar
- Solid level in financial mathematics is a plus
- Extremely proficient in Excel macro development /VBA
- Must be very reliable and pay particular attention to detail
- Ability to adapt quickly to challenging situations and find innovative solutions
- Familiar with products traded (Equity derivatives: swaps, futures, options)
- Excellent English and Mandarin communication skills



## **TRAINEE OPPORTUNITIES WITHIN OPERATIONS**

### **TRAINEE: Exotic Trade Support**

Trade Supports mission is to ensure all trades and events on the Front office position are correctly reflected in the relevant IT system/ database in order mainly:

- for the Operations department chain to be able to ensure a smooth settlement for all operations
- for Front Office to have a clear and honest vision of their position and risk
- for Development and Finance department to be able to compute/produce economic and accounting PNL in due time

As 1st link in the Operations chain, Trade Support is also the 1st level of control of the business (through Fighting Back controls, permanent supervision).

### **Main Responsibilities**

- Monitoring, calculation and booking of exotic and vanilla events in the FO and BO information systems
- Ensure all vanilla trades have been booked correctly on Trade Date, be able to justify why trades booked after TD were booked late, and define/ put in place relevant action plan to reduce Amend and Cancel rates, and Late Booking rates
- Control of the coherence of inputs with FO tickets and / or Term sheets
- Daily FO/BO reconciliations
- Assist FO on their specific request, ensure accuracy of outputs of reports generated
- Strict application of the Fighting Back rules and controls
- Update/write down sensitive procedures linked to the activity
- Continuous improvement, automation and implementation of MO processes
- React in a timely manner to incident and develop action plan for the long term
- Strong cooperation with other countries and regions (Asia, Europe, America)
- Involved itself into team's activities

### **Your Profile**

- Graduated with an applicable Bachelors or Masters degree
- Financial products knowledge (equity options, stock markets)
- Strong analytical skills, accuracy and swiftness
- Ability to work under pressure
- Good Computer literacy; knowledge on VBA programming is a clear advantage
- Excellent communication skills, required to interface with various internal partners
- English is compulsory

## **TRAINEE OPPORTUNITIES WITHIN INFORMATION TECHNOLOGY**

### **TRAINEE: Test Automation Developer**

You will join the Front Office development team under Information Technology department. Front office development team has several Scrum feature teams which are directly business facing. These feature teams have been delivering a lot of key projects to business and have been a major contributor to their success.

One of the feature teams, which is currently working on an entirely new position management and exchange connectivity system, is continuously improving our test. As part of this feature team the successful candidate will work closely with business users and other developers to provide high quality systems to users.

### **Main Responsibilities**

- Develop and maintain test automation framework (written in Python)
- Discuss with users to understand their priorities and requirements
- Design test cases, develop Python test automation scripts and execute tests for position and exchange connectivity system
- Maintain a strong focus on quality
- Attain deep technical knowledge and knowledge of Asia exchanges

### **Your Profile**

- Bachelor Degree in Computer Science or related field
- Strong knowledge in Linux is essential
- Experience in programming in Java or C/C++
- Experience in scripting languages, such as Perl and Python
- Fluent written and spoken English
- Excellent problem solving and analytical skills
- An open mind, ability to learn quickly and initiative taking behavior
- A passion for technology
- Knowledge in equity derivatives products is a plus
- 0-2 years working experience

## **TRAINEE: On-boarding Specialist**

Within Client and Trading Technology Division, the successful candidate will be part of the Electronic Trading Services team in the Asia Pacific region (based in HK), in charge of providing a wide range of electronic trading solutions, spanning from order management and market data systems, to risk management & trading tools.

### **Main Responsibilities**

- Build proximity and understand the needs of clients together with different business teams and formulate with the corresponding trading solutions on different asset classes
- Translate client's needs into trading solutions: from design to implementation, from the network level to application level, FIX certification
- Provide costing indicators and project presentations to clients and prospects
- Conduct trading solutions "run throughs" and demonstrations
- Coordinate with front to back office teams to ensure that all onboarding tasks are completed
- Manage clients and regulators to ensure that clients' trading solutions are in compliance with Societe Generale and regulator's requirements
- Gather feedback of clients for further product offering enhancements
- Keep close coordination with Production experts to guarantee smooth go live for clients
- Maintaining a close relationship with clients, exchanges and Independent Software vendors
- Work closely with different features teams and infrastructure teams within Information Technology Department

### **Your Profile**

- Hold a relevant Bachelors or Masters degree in Computer Science, Information Technology or similar
- Possess of Logical thinking and Problem solving skills
- Up-to-date knowledge of technologies
- Knowledge of one or more programming languages and UNIX
- Good organizational and time management skills with ability to work to deadlines
- Ability to take initiatives and come up with innovative ideas
- Detail oriented person with high level of autonomy
- Knowledge of Derivatives and Equities. Knowledge of other Asset Classes will be a plus (i.e. Foreign Exchange, Fixed Income)
- Good interpersonal and communication skills, sense of service and flexibility
- Fluent in written and spoken English, knowledge of other languages (e.g. Korean, Japanese and French) is a plus

## **TRAINEE OPPORTUNITIES WITHIN GLOBAL TECHNOLOGY SOLUTIONS**

### **TRAINEE: Service Desk**

You will be a Service Desk Trainee within Global Technology Solutions. As a Trainee you will provide daily operational and technical support and troubleshooting services to end-users in a proactive and professional manner.

### **Main Responsibilities**

- Handle Service Desk Hotline and assist client enquires
- Handle Service Desk mailbox and assist client enquires
- Log all incident and request cases into Impulse (ServiceNow) call logging system
- Keep customers informed on request status and progress and update the cases.
- Close the cases upon confirmation with users
- Handle IT equipment purchase requests
- Handle Video Conference requests
- Handle and submit Security Expectation Requests
- System Account Administration
- Basic Windows OS, Microsoft products and PC troubleshooting

### **Your Profile**

- Hold a relevant Bachelors or Masters degree
- Have sound knowledge of Windows Desktop
- Responsible and committed team player with strong interpersonal skills
- Basic troubleshooting skills and able to follow process and procedure
- Need to have common sense
- Able to learn quickly and work under a fast-paced environment
- Self motivated achiever who gains satisfaction from providing excellent customer service
- Willing to work in shifts without management supervision
- Good communication skills and customer-oriented
- Good command of both written and spoken English

## **TRAINEE: Service Management Officer**

The Service Management Officer is part of the IT Infrastructure Department; the Trainee will be responsible to ensure the service quality provided by IT Infrastructure Department to Internal Clients. To perform this objective, the Trainee relies on technical experts.

### **Main Responsibilities**

- Centralizes and coordinates the various actions undertaken and planned by the technical teams in solving problems
- Centralizes change requests
- Checks the compliance of these requests and validates
- Chairs the weekly review committee changes (RRB)
- Controls the progress of operations, communicates this progress, and writes the post-operation reviews as appropriate
- Organizes and coordinates events such as Weekend Infra and DR testing
- Coordinates transversal changes (patches campaigns, shared services)
- Improves tools and automation of daily tasks
- Communicates with technical teams and clients on events, processes
- Ensures good knowledge of his/her colleagues
- Supports initiatives to
- Improve the quality of service
- Optimize the activity to reduce the management cost
- Study, implement and monitor new services
- Manages transversal projects to IT Infrastructure department on topics related to production processes

### **Your Profile**

- Hold a relevant Bachelors or Masters degree in Finance, Economics, Engineering or similar
- Good communication skills in international, multi-team and multi-cultural environment:
- Excellent English communication skills both spoken and written
- Involvement in a wide scope of subjects and environments:
- Sense of priority and strong motivation
- Creativity and pro-activity mind-set
- Willingness to learn and an appreciation for functional aspects of the job
- Exceptional interpersonal skills in areas such as teamwork, facilitation and negotiation.
- Good written and verbal communication skills in English
- Self management skills and initiative and a proactive way of work

## **TRAINEE OPPORTUNITIES WITHIN COVERAGE AND INVESTMENT BANKING**

### **TRAINEE: Credit Administration**

The Trainee will assist the Credit Administration function which is part of the Client and Credit Group (CCG). CCG is responsible for assessing the credit risk of all clients for the Global Banking and Investor Solutions' business lines and product groups (except Banks, Brokers and Hedge Funds).

### **Main Responsibilities**

Act as a coordinator for various credit related tasks which include:

- Reporting tasks
- Following up on actions to be performed by the credit teams
- Communicating and training on system/procedural changes
- Providing the necessarily support to the teams to ensure a smooth operation within CCG
- Assisting CCG Management in various ad-hoc projects within the department

### **Your Profile**

- University graduate within Accounting, Finance or Economics
- Good Excel and Powerpoint skills with some knowledge of VBA
- Quick learner and ability to multi-task
- Good communication skills
- Attention to detail
- Fluent in English with Mandarin being a plus

## **TRAINEE: Commercial Support**

Commercial Support (COS) is a team within the Coverage & Investment Banking (CORI) division. Working closely with Coverage and Investment Banking Division's relationship managers and with the country correspondents, COS coordinates marketing activities and provides support to front officers.

### **Main Responsibilities**

- Commercial support to relationship managers for their global relationship with clients: preparing pitchbooks, briefing memos for senior management meetings, client intelligence (client organization, geographical presence, market and industry positioning, banking revenue wallet-sizing, press review)
- Strategic marketing: adapt Societe Generale group's and Global Banking and Investor Solutions' global strategy to the specificities of Asia Pacific (client list, products, market watch, client segmentation, marketing plans)
- Operational marketing: support and develop business in Asia Pacific (optimization of our client base, preparation of action plans and follow-up, account analysis on key clients) and improve the internal sharing of information (through business committees, newsletters)
- Management of commercial banking operations: support coverage team in putting in place commercial loan facilities and participation from credit process, client onboarding, documentation process to loan closing / drawdown / monitoring and reporting in close collaboration with various teams (Credit, Know-Your-Client, Legal, Operations, etc.)
- Involvement in business line transactions upon request
- Monitoring of client profitability: support coverage team with accurate client profitability data, keep track of key transactions and prepare client profitability analysis for portfolio of key clients
- Management of client referential database: responsible for maintaining up-to-date client referential database

### **Your Profile**

- Bachelor or Master degree in Business/Finance
- Banking experience preferred but not mandatory
- Dedication to work and attention to details. Positive attitude with good communication skills and a team player
- Good numerical and analytical skills
- Good knowledge of Excel, Power Point and Word a must
- Fluent English & Mandarin, and proficiency in French a plus

## **TRAINEE OPPORTUNITIES WITHIN MARKET ANALYSTS AND CERTIFICATION**

### **TRAINEE: Valuation and Market Risk Analyst**

The Market Data Certification Team mandate mainly consists of the following:

- PnL Certification
- Market Risk Certification
- Accounting Certification
- Market Data Certification
- Projects

The Trainee will be responsible to produce Risk Analysis and PNL analysis for the Flow Volatility and Exotics Trading Desk.

### **Main Responsibilities**

- Understanding Front Office strategies, products and model on [Business Line / desks / Products] products
- Produce and certify Risk Analysis for the trading desk
- Produce and certify economic and accounting PNL
- Daily, weekly and monthly reporting of results (trading, sales)
- Monitor market movements and their impacts on the results: developing notably income attribution and performance analysis
- Analyze on results, analysis of disputes and discrepancies
- Optimization and automation of tasks, including tactical tools design and/or development
- Preparation of other reports for internal counterparts, authorities, auditors etc
- Manage special request from management and Front Office
- Develop tools relative to risk analysis an PNL impact on exotics products

### **Your Profile**

- Hold a relevant Bachelors or Masters degree in Finance, Economics, Engineering or similar
- Work under risky environment, need to be reliable and focus on quality
- Able to meet deadlines and anticipate potential issues
- Need to estimate impact of choices in a sensitive environment
- Able to adapt quickly and work in a changing environment
- Working in a trading room, should be able to deliver risk analysis under pressure
- Fluent English is mandatory



### **TRAINEE: Cross Business Analyst**

As a traversal group, Cross Business Analysis (CBA) Team under Market Analysis and Certification Department is in charge of production and certification of various risk metrics including market risk, counterparty credit risk, credit valuation adjustment, collateral valuation, PNL consolidation and Risk Weighted Asset. CBA team in Asia Pacific region has a double-objective of being part of global certification process and working closely with Asia-Pacific chief risk officers for local specific needs in terms of market and counterparty credit risk management.

This Trainee will require close co-operation with worldwide Market Analysis and Certification teams and several departments across regions/location. The principal missions would consist of:

#### **Main Responsibilities**

- Production, analysis and certification of selected global processes
- Monitoring, analysis and reporting of market and counterparty credit risk metrics on local axis
- Handling of ad-hoc special requests (analysis) covering the region

#### **Your Profile**

- Hold a relevant Bachelors or Masters degree in Finance, Risk management, Engineering, Mathematics or equivalent
- Understanding of market and counterparty risks and credit valuation adjustment
- Understanding of global markets activities and OTC derivatives
- Enterprising, curious, pro-active, rigorous, team spirit
- Good communication and organizational skills
- Strong Excel skills required and VBA programming skills preferred
- Knowledge of regulatory requirements is a plus
- Fluent English is compulsory, French is a plus

**TRAINEE OPPORTUNITIES WITHIN GLOBAL FINANCE****TRAINEE: Commodity Finance Assistant**

This Trainee is to support the daily operations of the Department for business development and to assist the Marketing Officers to maintain an efficient infrastructure for the monitoring of financed transactions.

**Main Responsibilities**

- To liaise with different internal departments to complete various reporting requirements
- To assist preparation of security and other related documents
- To follow up the flow of financed transactions
- To prepare minutes for internal meetings
- To obtain and collect market/industry information and prepare analysis of market update
- To assist preparation of credit application

**Your Profile**

- University graduate (with Masters being a plus)
- Written and spoken English with Mandarin/Cantonese
- Knowledge on computer software and applications
- Basic banking, accounting and finance knowledge

**TRAINEE: Loan Syndicate and Sales****Main Responsibilities**

- Assist the team in all aspects related to the arrangement, structuring, syndication and distribution of loans, which involves, among others, the following:
  - Provide background research in terms of transaction comparables for the purpose of establishing transaction pricing and structure
  - Provide support in preparing liquidity analyses to ascertain market capacity for syndicated loan transactions
- Provide support for the preparation of presentations to external and internal customers
- Prepare, under the support of the team members and in coordination with business lines, Information Memorandums, Bank Presentations and material related to the launch of syndicated transactions
- Provide support to the bookrunning of syndications, including the sending of invitations to investors, as well as basic follow-up via phone or email
- Develop an understanding of the Asia-Pacific and global syndicated loan markets, investor universe and investor appetite for the different asset classes. Participate in the preparation of internal loan market reviews
- Contribute to maintaining and managing internal reporting and administrative tasks

**Your Profile**

- Bachelors or Masters Degree in Economics, Business, Finance or similar
- Strong numerical skills and familiarity, with financial modeling would be valued
- Good understanding of financial and credit analysis would be valued
- Strong interpersonal skills and experience of working in a team
- Sound knowledge of MS Office: Word, Excel and Powerpoint
- Familiarity with Bloomberg valued
- Excellent oral and written English. Knowledge of Mandarin would be an advantage

## TRAINEE OPPORTUNITIES WITHIN LYXOR ASSET MANAGEMENT

### **TRAINEE: Client Relations Assistant**

The Trainee will have a strong involvement in a sales assistant role for the business development team in Hong Kong, to build information/reporting/client database to support the growth of the business in the region.

The Trainee will be required to study and pass the necessary qualification exam (Paper One) for certain front line functions. As a Trainee you will also assist both on-going promotion and marketing events.

### **Main Responsibilities**

- Provide support to the business development team in Hong Kong
- Assisting the sales in sales activities
- Provide support on KYC, client on boarding and ongoing client services
- Maintain and improve existing websites including contents and information with accuracy on daily basis.
- Support product launches, client event, general marketing and on-going cross-listing activities
- Handle client general enquiries through hotline (subject to obtaining necessary license/qualification)
- Maintain product/reporting/client database
- Prepare client meeting materials

### **Your Profile**

- Hold a relevant Bachelors or Masters degree
- Hold a professional qualification preferably
- Ability to work under pressure
- Good time management
- Basic knowledge of alternative investment products and exchange traded funds
- Strong working relationships
- Proficient in MS Office and general computer programs
- Proficient verbal , written skills
- Fluency in English, Cantonese and Mandarin. Chinese typing is mandatory

## TRAINEE OPPORTUNITIES WITHIN DEVELOPMENT AND FINANCE

### **TRAINEE: Finance COO Assistant**

Finance COO is a team who aims to accompany “Run the Bank” functions regarding organization topics, definition of the target operating model and continuous process improvements. The team will be mainly focusing on non-IT projects and initiatives.

#### **Main Responsibilities**

##### **Support to the Finance Chief of Staff**

- Support internal communication and coordination for transversal topics for Asia
- Support internal activities including, L&L, Townhall
- Co-ordinate Asia communication (Synapse, backup on production of weekly update) & Training
- Consolidate and produce the monthly Asia KPI dashboard
- Make sure to collect all the Asia weekly update from regional and local team incharge
- Ad-hoc support on COS functions

##### **Project Portfolio Management**

- Production of a monthly project dashboard, project forecast
- Monitoring of the budget and costs pertaining to the projects / initiatives handled by the team
- Supporting the team in the elaboration of Change budget
- Support the project team with the project monitoring tool (Pyramide)
- Ad-hoc support on prioritized initiatives required by the team

#### **Your Profile**

- Hold a bachelors or Masters qualification within Finance or similar
- Proficient within MS office, especially Excel and PowerPoint
- Strong interest for Banking / Finance
- Strong interpersonal skills with an extrovert personality
- Adaptable, flexible and fast learning
- Capacity to work autonomously
- Capacity to meet objective assigned on time and with accuracy
- Strong analytical sense
- Good communication skills
- Proficient in English

## TRAINEE OPPORTUNITIES WITHIN COMMUNICATION

### **TRAINEE: Junior Events Manager**

As a Junior Event Manager Trainee, you will report to the Regional Head of Events, Asia Pacific. You will be liaising with all areas of the business, supplying support to the Asia Pacific Head of Events and overall Asia Pacific Communication team. This ranges from arranging site meetings, liaising with suppliers, negotiating on prices, working on site and more.

The Junior Event Manager Trainee will work closely alongside the Event Manager and Graphic Designer and provide support for all as well as on admin work managing invite list and the creation of events in the company event platform.

### **Main Responsibilities**

- Populate budgets
- Research and book suitable event venues
- Delegate management
- Source, negotiate quotes and book suppliers/contractors
- Provide and manage invitation content
- Provide post event analysis and reports
- Filing, answering enquiries, conducting market research, preparing documents, secretarial work for meetings etc.
- Working onsite before, during and after the event to oversee and manage everything related to your role. E.g. Manage part of the site build, negotiate with contractors, work live on the event
- Responsible for supervising the production of all branded materials such as (but not limited to) save the dates, invitations, banners, goodies etc
- Assist and cooperate with both operations and sales teams on event structure, project development and co-ordination

### **Your Profile**

- A relevant Bachelors or Masters degree
- Ability to multitask with strong organizational skills
- Responsible, customer-orientated with good interpersonal and communication skills
- Detail mind, proactive and a team player
- Microsoft office proficient, Design (Photoshop and inDesign) beneficial but not compulsory
- Ability to communicate in English, Cantonese and Mandarin preferred

## TRAINEE OPPORTUNITIES WITHIN AUDIT

### **TRAINEE: Internal Audit**

#### **Main Responsibilities**

- Under the supervision of the Head of mission or senior auditors in the team, the trainee assists in the following tasks:
  - Identification and evaluation of the risks on audited activities
  - Execution and documentation of the assigned work within budgeted time
  - Drafting of preliminary audit points to raise audit findings
  - Following-up of the implementation of audit recommendations
  - Preparation of the risk assessment & work programs
  - Improvement of audit tools
  - Team administrative tasks
- The job will involve strong communication with other team members, and frequent contacts with audited teams staff and managers

#### **Your Profile**

- Degree holder in Engineering, Finance/Business or related disciplines
- Previous working experience in Financial/Audit field is preferable
- Appetite to learn new things and develop audit skills
- Paying attention to details and producing quality work
- Taking accountability for his/her actions
- Generating creative and practical ideas at work (e.g. Think outside of the box)
- Positive attitude and able to work with all level of staff
- Sharp analytical mind
- Good communication, presentation and report writing skills
- Experience with Microsoft office
- Fluent in verbal and written English

## TRAINEE OPPORTUNITIES WITHIN LEGAL

### **TRAINEE: Legal**

The Legal Department is responsible for advising various business lines on legal and regulatory issues, reviewing and approving transactions.

#### **Main Responsibilities**

- Assist the Lawyers in the Legal team in respect of over-the-counter (“OTC”) derivative transactions (all underlyings) and cash equities matters
- Review and draft documentation, and arranging execution of the above transactions and matters
- Assist with related processes and reporting
- Contact relevant internal stakeholders as appropriate

#### **Your Profile**

- Hold a Bachelors or Masters Degree in Law (Hong Kong or Commonwealth qualification)
- Have good communication skills
- A Level (or equivalent) with a mathematics component favoured
- IT Skills – Proficient in Word, Excel, Powerpoint and Outlook
- Previous work experience with emphasis on attention to details and accuracy
- Excellent command of (i) spoken and written English and (ii) written Traditional Chinese



## **TRAINEE OPPORTUNITIES WITHIN COMPLIANCE**

### **TRAINEE: Compliance**

The Hong Kong Licensing and Registrations team within Compliance is responsible for regulatory licenses, and surrounding processes. The team communicates with regulators as well as the Societe Generale front office to ensure compliance to the relevant regulations.

### **Main Responsibilities:**

- Assist on the Staff Licensing and Registration procedures involving the Securities & Futures Commission of Hong Kong, Hong Kong Monetary Authority and overseas regulators/authorities
- Conduct reconciliations on license records to ensure accurate record keeping
- Carry out checks and follow up on licensed staff's Continuous Professional Training records
- Assist with SFC Annual Return procedure
- Assist in the management of Asia Pacific Compliance Training programme
- Any other ad hoc tasks as assigned

### **Your Profile:**

- Currently studying towards a finance related degree
- Attention to detail
- Demonstrate the capacity to work in a team environment, on collective success
- Display responsibility and act ethically
- Display commitment, demonstrating consideration for others
- Analytical skills and interpersonal skills
- Ability to work under pressure
- Good communication skills
- Fluent in English, with an Asian language being a plus

## TRAINEE OPPORTUNITIES WITHIN HUMAN RESOURCES

### **TRAINEE: HR Business Partner Assistant**

The Career Management & Advisory Team within HR is responsible for the career management and development of human capital for a specific population within the Group. The HR Business Partner is responsible for the implementation of the global HR strategy and its introduction to the dedicated population, as well as for providing advice to business partners in relation to the full spectrum of HR matters in the region.

#### **Main Responsibilities:**

- Support in the recruitment activities, specifically in terms of staffing plan monitoring and follow up with strong partnership with the internal recruitment team
- Ensure efficient on-boarding of new hires and transfers with partnership with the Client Service Team
- Assist in the off-boarding of employees via liaison with internal teams (Client Service Team, Payroll, HR Service, etc.)
- Support in performance management and talent development initiatives, such as follow up of 360 feedback campaign, objectives setting/evaluation campaign and talent review campaign via liaison with People & Talent Development Team
- Support in compensation & benefits matters, such as collect regular market intelligence for the business and co-operate with the Compensation & Benefits Team in the annual job matching exercise, compensation review
- Participate in ad hoc projects as assigned
- Take on administration tasks within the broad HR scope

#### **Your Profile:**

- Hold a relevant Bachelors or Masters degree in Human Resources Management or similar
- Good knowledge of computer skills including Powerpoint and Excel
- Strong problem solving skill and attention to details
- Excellent analytical skills and be able to work efficiently and effectively within a matrix organization
- Strong sense of confidentiality in handling sensitive information
- Strategic, reliable and self-motivated, who is able to work independently and under pressure
- Good interpersonal and communication skills
- Fluent verbal and written English is mandatory, with Cantonese and Mandarin being a plus