

2017 Corporate Services Internship

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.

Please email your CV, cover letter & latest transcript of academic results to internrecruit@computershare.com.hk



Client Services Officer

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. 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 one of our crucial teams as Client Services Officer.

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

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; 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

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

- Educated to degree level or above in business related discipline, with prior experience in the financial services industry and facing corporate clients
- 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
- In addition, candidate who has completed HKSI paper 1, 7 & 8 would be a plus

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