Management Trainee

Privium Fund Management is seeking a motivated, enthusiastic person who is willing to study and develop in multiple areas. This will include client servicing, client onboarding and office administration. Work will be varied, and will comprise of routine tasks, research and at times projects of a more complex nature.

Duties to include, but not limited to;

Client servicing:
- Providing administrative support function to the Investment Services department, including sales and marketing support.
- Assisting with the administrative duties related to client relationships and identifying client service and sales needs.
- Assisting with client database maintenance and coordination of client meetings and events.
- Conducting market, business and competitor research in support of business development.

Client onboarding:
- Assisting the client onboarding team in their daily duties.
- Assisting with carrying out appropriate checks on clients and storing their data appropriately.
- Attending client meetings/reviews, and taking accurate minutes, typing up the minutes and distributing them to the team and clients for sign off.
- Preparing onboarding updates including tracking, documenting and reporting on progress to the team.

Office administration:
- Providing administrative support function to the team with daily duties, which could include booking meeting rooms, ordering stationery, arranging lunches, filing.
- Answering telephone calls and redirecting queries as directed by the team.
- Coordinating and drafting SFC application forms for Licensed Representatives.
- As more knowledge is gained in the different areas, the work load will increase and the tasks will become more complex. Ad hoc duties will be assigned.

Requirements and prospects

Essential:
- Eager to learn.
- Good organisational skills.
- The ability to prioritise and meet deadlines.
- The ability to take directives and use initiative to further develop these.
- Good communication and customer service skills.
- Able to work under own initiative and to tight deadlines.
Desirable:

- Practical knowledge and skills in using a range of packages, including Word, Excel and PowerPoint.
- Excellent verbal and written communication skills in order to liaise with clients/colleagues in a professional manner in English and Cantonese, Mandarin is a plus.
- Willingness to achieve objectives and gain experience and knowledge in all areas.

Personal Qualities:

- A self-disciplined and professional approach with strong organisational skills.
- A flexible and pragmatic approach and adaptable to a constantly evolving environment.
- Proven ability to work in a team environment and to communicate effectively with a range of people and at all levels.

Desired qualifications:

University graduate (or equivalent).

Future prospects:

Ideally this person will grow with their role and become a full-time member of the team at the end of the apprenticeship.

Applying:

If interested, please submit a CV via email to Amy Lau (alau@priviumfund.com) with the following subject: Management Trainee HK

Working week:

Monday - Friday 9 - 6pm

Location:

Central, HK

*We do not sponsor working visa for this role.