

Mirae Asset Global Investments (Hong Kong) Limited
Job Description – HR Internship

Job Title : HR Internship (full time)

Reports to : Head of HR/ Admin.

Brief Introduction of your Company/Organization:

Since 1997, Mirae Asset Global Investments Group has become one of Asia's largest independent asset managers and the world's largest active investors in emerging market equities. Globally, the Group has in excess of USD 130 billion of assets under management (as of Dec 2018) across a diversified platform to offer market-leading investment services and solutions in traditional equity and fixed income products, ETFs and alternative strategies, such as real estate, private equity and hedge funds.

Headquartered in Korea, the Group has a presence in 12 countries worldwide, including Australia, Brazil, Canada, China, Colombia, Hong Kong, India, Korea, Taiwan, United Kingdom, USA and Vietnam. The Group includes over 120 investment professionals dedicated to asset management in Asia and other emerging markets.

Main duties

Assist in the general HR tasks including recruitment, staff on board arrangement, HR data maintenance, staffs training and regular report preparation.

The details are as under.

1. Assist in recruitment
 - Coordinate and arrange interviews
 - Collect and review all new hire paperwork and arrange the creation of employee folder
2. Assist in regular report preparation
 - Assist in consolidation of HK office weekly report
3. Assistant in new staff on board arrangement
 - Liaised with internal departments including Compliance and IT on new joiner's onboarding issues and setting up workstation
 - Draft welcome email to all staff with career brief
 - Update related HR database including G-HR system, FLEX system, contact list, organization chart, etc.
4. Maintain HR data
 - E-HR System, Contact list, Org chart, and account list
5. Employee Relation Activities
 - Assist in organizing the team building events and employee trainings

Work Duration

Full-time for at least 3 months, which can be started immediately.
Students working in part-time mode and graduates who are available for full-time job will also be considered.

Application Method

Interested candidates please send your CV to Maggie.kwok@miraeasset.com.