



About Computershare Limited (CPU)

Computershare (ASX: CPU) is a global market leader in transfer agency and share registration, employee equity plans, mortgage servicing, proxy solicitation and stakeholder communications. We also specialise in corporate trust, bankruptcy, class action and a range of other diversified financial and governance services.

Investor Services

Investor Services is one of the core department in Global Core Operations, mainly in deliver shareholder meeting services to listed issuer clients. The Student Intern will mainly support the team to ensure a timely service delivery that is also compliant with applicable regulatory requirements.

Core Responsibilities

- Conduct preparation work including but not limited to, draft relevant documents, coordinate with relevant parties, meeting logistics and system set up
- Assist daily operation of the team
- Carry out ad-hoc duties required by respective team leader

Requirements

- University student, preferably in Business or related discipline; or student who is interested in our business
- Good communication skills, proficient in written Chinese and English
- Attention to details, strong sense of responsibility and work ethic
- Strong time management skills
- Ability to work independently and collaboratively under work pressure
- Proficiency in MS Office

How to apply

Please send your **Chinese and English CV** and **earliest availability for internship** to

joe.sun@computershare.com.hk

WE GIVE YOU A

WORLD

OF POTENTIAL

关于 Computershare (CPU)

Computershare (ASX:CPU) 是股票过户代理、股份登记、员工股份激励计划、抵押贷款后台支援服务、投票代理征集以及权益方沟通等服务的全球领先巨头。我们也专注于公司信托、破产、集体诉讼及公用事业管理等一系列金融及公司治理等服务。

Investor Services

投资者服务是我们全球核心业务中的其中一个重要部门，主要负责协调向上市公司客户提供的股东会议服务。实习生需要协助团队，确保程序按计划及符合相应监管要求下完成。

职责表述

- 协助提供服务予客户
- 项目资料准备，信息存档及更新
- 按时、按质、准确完成业务流程处理相关的工作任务
- 其他任何有需要的工作

职位要求

- 在校大学生，金融专业优先考虑；或有意投身金融服务行业者
- 熟练中英文读写能力；有良好的沟通能力
- 有高度的工作责任心，思维清晰，工作细致
- 较强的时间安排能力
- 可以在较强的压力下独立工作，也可以在团队中与同事合作工作
- 熟练使用 MS Office

如何申请

请把你的个人中英文简历及最快上岗日期发送至此电邮 joe.sun@computershare.com.hk