



*Thriving Grass provides participants with internship opportunities to gain real work experience, explore your interests and develop professional skills and competence. There will be a wide range of internship offers across industries, such as NGOs, social enterprises, start-ups and corporates. Interns will receive one-to-one support and guidance from the mentors provided by their employers.*

## Internship opportunity for SEN students –International Trade & Transaction Banking (ITB) Trainee

### Job duties:

- Assist in client relationship services / transaction execution / internal coordination / Know Your Customer due diligence
- Liaise with front/middle/back office teams to meet internal and external customer needs.
- Draft marketing materials and prepare proposals to pitch clients
- Prepare and verify documentation for external and internal distribution e.g. Facility Agreements, etc
- Prepare internal reporting materials and presentations to management and other stakeholders
- Follow compliance principles and internal rules, and make sure they are applied
- Assist in coordination with Head Office and other Branches and Business Units within Group network.

### Job requirements:

- Degree in Business Administration, Finance, Accounting, Economics, Law or relevant discipline from a university with less than 12 months' full-time experiences
- Prior internship experience in banking, corporate or other relevant sectors preferred
- Hardworking with a strong sense of commitment and responsibility

### Application method:

- If you are interested with this intern opportunity, please send your CV to [recruitment@career.org.hk](mailto:recruitment@career.org.hk)
- For quicker response, please fill in the form below and we will get back to you in 3 working days. <https://career.my.site.com/Member/s/new-register>

*CareER is an equal opportunity and affirmative action employer.*

*Qualified applicants will receive consideration without regard to their race, color, religion, sex, sexual orientation, gender identity, national origin, disability, or status as a protected veteran.*

*CareER invite all qualified interested applicants to apply for career opportunities. If you are a person with a disability and need a reasonable accommodation to use our search tools and/or apply for a career opportunity please send email to [info@career.org.hk](mailto:info@career.org.hk).*