

Fubon Bank (Hong Kong) Limited

About the company

Fubon Bank (Hong Kong) Limited ("Fubon Bank") is a wholly owned subsidiary of Fubon Financial Holding Co., Ltd. ("Fubon Financial Holdings"), one of the largest financial holding companies in Taiwan. Committed to becoming one of Asia's first-class financial institutions, Fubon Financial Holdings has built a strong lineup of financial service companies. Fubon Bank operates 15 branches, 3 SME Banking Services Centres, 1 Offshore Banking Centre and 1 Securities Services Centre in Hong Kong, providing a wide range of financial services encompassing consumer and wholesale banking, wealth management, financial markets, securities brokerage and investment services.

Internship Information

The internship offers opportunity to candidate to acquire hands-on experience to act as a project management assistant on strategic project managed under Enterprise Project Management team, which we reckon this will be an incredible growth experience to the candidate in project management development.

Name of Department(s) offering internship positions:

Information Technology - Enterprise Project Management & Business Analysis

Reference No.: EP MBA2024

Internship Duration: 12 months

Internship Period: Jun 2024 – May 2025

Intern's Job Description

Job Duties:

- Provide operational and administrative support to project managers
- Maintain and monitor project plans, project schedules, work hours, budgets, and expenditures.
- Organize, attend, and participate in stakeholder meetings.
- Document and follow up on important actions and decisions from meetings.
- Prepare necessary presentation materials for meetings.
- Coordinate project management activities, resources, equipment and information.
- Break projects into doable actions and set timeframes.
- Liaise with users to identify and define requirements, scope and objectives.
- Assign tasks to internal teams and assist with schedule management.

Requirements:

- (A) Education Background:
 - 2nd year of Bachelor's degree or above
- (B) Discipline Preferred:
 - No requirement on discipline
- (C) Technical Skills:
 - Basic understanding of technology and project management is preferred
 - Familiar with MS Office suite
- (D) Language Proficiency:
 - Good Command of Cantonese, English and Mandarin
- (E) Others:
 - Strong interest in Banking and Finance
 - Able to work independently and as part of a team
 - Highly organized and able to multitask
 - Good communication, interpersonal and analytical skills
 - Can articulate idea and information clearly and structurally

FINTECH CAREER ACCELERATOR SCHEME 2024/25

Interested parties please apply with full resume and quoting the reference no. to The Human Resources Management Group, Fubon Bank (Hong Kong) Limited via e-mail: fubonbankhr.fbhk@fubon.com