

## The Bank of East Asia, Limited

### About the company

The Bank of East Asia, Limited (“BEA” or “the Bank”) offers customers a comprehensive range of wholesale and personal banking, financial, and insurance services through an extensive network of around 130 outlets covering Hong Kong and the rest of Greater China, Southeast Asia, the United Kingdom, and the United States.

### Internship Information

We welcome university students interested in Fintech/ Regtech topics to apply for this internship programme, which aims to nurture talents to meet the growing needs of Fintech/ Regtech in Hong Kong banking industry.

### Name of Department(s) offering internship positions:

Operational Strategy & Development Section

**Internship Duration:** 6 months

**Internship Period:** 7 / 2024 – 6 / 2025

### Job Duties:

- Support project coordination and contributing to operations process improvement initiatives.
- Able to apply latest technology into daily operational activities
- Collaborate with cross-functional teams to ensure effective communication and project progress.
- Contribute to the identification and implementation of process improvements to enhance operational efficiency.
- Support the development and maintenance of project documentation, reports, and dashboards.
- Participate in meetings and provide administrative support to project managers.
- Assist in coordinating project activities, including scheduling, resource allocation, and task tracking.

### Requirements:

#### (A) Education Background:

- Undergraduate students, or postgraduate students at one of the participating tertiary education institutions

#### (B) Discipline Preferred:

- Information Technology / Computer Science
- Business / Project Management

#### (C) Technical Skills:

- Advanced knowledge of Microsoft Excel (e.g. Macro);
- SQL (an advantage)
- Project Management

#### (D) Language Proficiency:

- Good command in both written and spoken English and Chinese (both Cantonese and Mandarin)

#### (E) Others:

- Sound analytical and problem solving skills
- Strong organizational and multitasking abilities
- Proactive attitude with a willingness to learn and take on new challenges
- Take initiative and drive their own success
- Willing to challenge the status quo will contribute to our continuous improvement culture

Enquiry email (if any):