Shinhan Securities

JOB DESCRIPTION – INTERN

1. Digital & Marketing

Position	**Intern**
Division	**Retail Division**
Team	**Digital & Marketing**
Reports to	**Sr. Manager, DM**
Contents of work during internship	• Implement and monitor the activities in the marketing plan • Organize and measure the effectiveness of advertising/communication campaigns on advertising channels with an allowable budget • Data sorting and manage the company's marketing channel system: fanpage, website, email, • Performance management, promotion strategy formulation
Expected results (Knowledge and skills they can get after completing the internship)	• Experience in marketing team or media agency background • Basic experience of stock market • Reasonable and logical way of thinking based on basis • Understanding the structure of financial products • Proficiency in utilizing Microsoft Office Programs
Requirements	• Basic knowledge of marketing • Basic knowledge of using Excel, Word • Basic skills in graphic design (optional) • English ability to communicate • Marketing, Finance major or related major

2. Finance and Accounting

Position	**Intern**
Division	**Management**
Team	**Finance and Accounting**
Reports to	**Head of F&A**
Contents of work during internship	• Daily Cash Report • Make the payment of customer’s withdrawal • Make connection of customer transactions system to accounting system at day end. • Check the bank statement of customer’s deposit and withdrawal with Accounting system and CS Team. • Filling the accounting vouchers and documents into file • Other task by CA
Expected results (Knowledge and skills they can get after completing the internship)	• Financial analysis ability • Basic experience of stock market • Reasonable and logical way of thinking based on basis • Fast learner, strong willingness to learn; • Being flexible, able to work independently in team and attention in detail
Requirements	• Major of Accounting • Basic knowledge of using Excel, Word • English ability to communicate

3. Smart Retail

Position	**Contact Center Intern**
Division	**Retail Business**
Team	**Smart Retail**
Reports to	**Head of Smart Retail**
Contents of work during internship	• Receive request and collect information of customers via Hotline, Email, Zalo, FB Homepage of SSV • Transfer request and information of customers to Official Staffs of Smart Retail. • Make plan compaign via Email, SMS to customers • Participate in contributing ideas and planning of Smart Retail as assigned by the Head of Team
Expected results (Knowledge and skills they can get after completing the internship)	• Have a clear, easy -to-listen voice. Know how to listen Customers. • Have a spririt of working hard, listening and receptive. • Love the Job of taking care Customers • Good English communication skills (know Korean is an advantage)
Requirements	• Basic knowledge of using Excel, Word • Communication Skill • English ability to communicate • Accounting, Finance major or related major

4. Research

Position	**Research Intern (03 interns)**
Division	**Retail Business**
Team	**Research**
Reports to	**Head of Research**
Contents of work during internship	• Data and information collecting to meet specific project objectives by using various informational sources • Analyze data to determine trend, discrepancies or other specific investment issues • Assist senior analyst in building earnings models, writing reports, and preparing presentation • Preparing daily macro/industry/company information
Expected results (Knowledge and skills they can get after completing the internship)	• Fundamental corporate analysis • Financial analysis • Bloomberg terminal • Report writing
Requirements	• Major of Finance • Good at Excel, Word, ppt, … • Good English communication skills

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5. Retail Promotion

Position	**Intern**
Division	**Retail Division**
Team	**Retail Promotion**
Reports to	**Specialist, RP**
Contents of work during internship	• Financial report analysis and data sorting • Performance management, promotion strategy formulation • Financial product structuralizing
Expected results (Knowledge and skills they can get after completing the internship)	• Financial analysis ability • Basic experience of stock market • Reasonable and logical way of thinking based on basis • Understanding the structure of financial products • Proficiency in utilizing Microsoft Office Programs
Requirements	• Basic knowledge of accounting • Basic knowledge of using Excel, Word • English ability to communicate • Accounting, Finance major or related major