

## **MANAGEMENT TRAINEE – JOB DESCRIPTION**

### **RGL Holdings Limited**

A closely held family holding company and private equity firm with a fast paced and small “start-up” environment.

### **Position Summary:**

A closely held family holding company and private equity firm with a portfolio of diverse start up and established businesses across different industries in Hong Kong, North America and Europe is seeking a talented and proactive Management Trainee for its offices in Hong Kong. The Management Trainee will actively be working with the Founder and Managing Director of the firm and other operating company management and private equity professionals. The Management Trainee will be exposed to all aspects of operational, financial, technology and private equity / venture capital matters and be given opportunities to make substantive contributions. The company is very particularly active in the startup, education and social enterprise communities in Hong Kong.

We are seeking bright and dedicated candidates capable of successfully securing a management position at the holding company or operating company level within two years. The Company prides itself in being able to help Management Trainees acquire the practical, financial and technical skills to be a successful International New Economy future executive. The ideal candidate is an achievement oriented and organized self starter and who thrives in a fast paced startup/ entrepreneurial environment. Must possess strong English speaking ability and fluency in a second, preferably Asian, language a plus. Bachelor's degree in relevant field of study required.

NEW OR RECENT GRADUATES ARE ENCOURAGED TO APPLY.

### **Position Description:**

Position: Management Trainee  
Location: Sheung Wan, Hong Kong  
Salary: Negotiable  
Employment Type: Full Time

### **Overall Position Objective**

The Management Trainee's objective is to support the efforts of the Company's executives and managers in increasing overall revenue and risk mitigated profitability by active and direct involvement in the company's business operations after quantitatively and qualitatively evaluating and understanding current and prospective business lines, clients, market segments and territories including appropriate financial analysis, competitive position, company and market review. The Management Trainee will also be responsible for maintaining processes, tools and databases to facilitate the realization of these objectives.

### **Continuing Position Duties**

1. The Management Trainee will be given diverse and various operational and analytics responsibilities at one or more of the Company's business units. The Company intentionally assigns multiple projects from one or more business unit to help train the

Management Trainee to properly manage multiple assignments and perfect priority assessment and management skills. In such capacities, the Management Trainee will interact with both executives and business unit level management and staff.

Management Trainee's work and project assignments will be substantive and intended to give him/her an opportunity to make meaningful commercial contributions.

2. Through primary and secondary research the Management Trainee will identify, evaluate, develop and present trends, data, analyses and other relevant information on high potential future businesses, clients, partners, markets, channels and other new growth opportunities.
3. Oversee and suggest new marketing campaigns, organize selected meeting programs and sales trips, and identify key trade shows and speaking opportunities.

### **Relationship**

1. Reports to the Managing Partner
2. Collaborates closely with other managers and executives

### **Accountability**

1. Responsible for specific operational and functional responsibilities and projects as assigned and the successful execution thereof
2. Direct responsibility for monitoring, analyzing and providing regular qualitative and quantitative performance reports and updates on current operations and clients to relevant Company executives and managers.
3. Direct responsibility for proactively proposing business development initiatives to relevant Company executives and management.
4. Direct responsibility for developing and maintaining business development processes, tools and databases and maintaining all business development and marketing presentations and materials.

### **Qualifications**

1. Experience and strengths in financial modeling and analysis, company evaluation, business plan development, market/industry research and competitive analysis.
2. Strong research, analytical and creative problem solving skills required, including a thorough understanding of how to analyze and interpret quantitative and qualitative information with a realistic and commercial understanding of issues and to translate them into clear, insightful and easily understood conclusions, recommendations and presentations.
3. Excellent verbal and written communication skills and ability to interact professionally with a diverse group of Company and third party executives, managers, and subject matter experts.
4. Reliability, self-motivation, attention to detail.
5. Excellent knowledge of MS Excel, PowerPoint, Word and Access, strong research, presentation development and delivery skills,
6. Previous relevant experience in finance or business development; prior valuation, M&A and capital markets experience a plus.
7. University degree in a relevant discipline in finance or marketing. We are willing consider a new graduate with the right qualities and personality.
8. Willingness to work in a truly scrappy environment.