



## Administrative Intern (Shanghai)

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WorldQuant develops and deploys systematic financial strategies across a variety of asset classes and global markets. We seek to produce high-quality predictive signals (Alphas) through our proprietary research platform to employ financial strategies focused on exploiting market inefficiencies. Our teams work collaboratively to drive the production of Alphas and financial strategies – the foundation of a sustainable, global investment platform.

WorldQuant's success is built on a culture that pairs academic sensibility with accountability for results. Employees are encouraged to think openly about problems, balancing intellectualism and practicality. Great ideas come from anyone, anywhere. Employees are encouraged to challenge conventional thinking and possess a mindset of continuous improvement. That's a key ingredient in remaining a leader in any industry.

Our goal is to hire the best and the brightest. We value intellectual horsepower first and foremost, and people who demonstrate an exceptional talent. There is no roadmap to future success, so we need people who can help us create it. Our collective intelligence will drive us there.

**The Role:** We are seeking one Administrative Intern for our research office in Shanghai. The successful candidate will assist with HR operations and handle administrative tasks.

- Support the HR team with various tasks including background check, onboarding and offboarding procedures etc.
- Assist in consultant management, including but not limited to, agreement signing, payment processing, etc.
- Assist in possible campus recruiting activities in the Greater China region, such as establishing initial contact with universities, coordinating of on-campus events, etc.
- Other tasks assigned by director and senior managers

### What You'll Bring:

- Hold Bachelor's degree or advanced degree from a well-known university, in business, Human Resources, English or other related majors.
- Proficient in Microsoft Office
- Have a good command of English, CET-6 preferred
- Have strong work ethic
- Highly organized and detail-oriented
- Responsible, self-motivated, mature, thoughtful, with the ability to operate in a collaborative, team-oriented culture

Position based in **Shanghai**.

Interested and qualified candidates please email your current CV (or any questions) in ENGLISH and local language to [WQChinaIntern@worldquant.com](mailto:WQChinaIntern@worldquant.com).

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