

Portfolio Management Position

Responsibilities:

- Assist in tracking portfolio companies' financial and operational data; regularly update the post-investment management database
- Participate in portfolio company interviews, draft meeting minutes, and prepare post-investment tracking reports
- Support risk monitoring of portfolio projects; assist in identifying and flagging potential operational or financial risks
- Assist with follow-on financing, M&A, or exit-related matters for portfolio companies
- Compile industry trends and peer company information to support value-creation initiatives
- Assist in preparing internal post-investment reports and LP communications

Requirements:

- Bachelor's degree or above; currently enrolled in finance, economics, accounting, management, or related majors; junior year and above preferred
- Prior internship experience in primary markets or post-investment management preferred
- Proficient in Excel, PowerPoint, and financial databases such as Wind and Capital IQ
- Basic financial analysis skills; familiarity with financial statements and key operational metrics
- Detail-oriented, responsible, with strong communication and teamwork skills
- Fluent in both Chinese and English; able to draft professional reports and communicate effectively
- Location: remote support.
- Internship Duration: 3-month period.

Students may contact hopu-hr@hopucap.com to submit their application with resume attached.