



BOCI-Prudential Asset Management Limited (the “Company”) offers a broad spectrum of investment products ranging from Hong Kong mandatory provident fund scheme (“MPF”), retirement schemes, retail unit trusts, to exchange traded funds, apart from the tailor-made investment strategies for individual and institutional clients.

综合文秘岗

工作职责

- 组织编制公司中长期战略规划，并负责定期监督，确保战略落地
- 起草和完善各类综合性材料，包括工作计划、工作总结、领导讲话稿、新闻稿、调研报告与规章制度等
- 协助公司会议与会务工作，包括会议筹备、资料制作、记录整理及会后跟进等
- 承担跨部门协调、信息传达与事项跟进，推动工作落地并及时反馈进展
- 负责公文收发、流转、督办及办公系统日常维护与管理，确保流程规范、时效可控
- 负责行政档案与资料的整理、归档与查询，保障信息完整与可追溯性
- 完成上级交办的其他工作任务，支持部门日常运作与专项项目执行

任职资格

- 本科及以上学历，经济、金融、行政管理、新闻传播、文学等相关专业优先
- 金融行业从业经验优先；具备 5 年以上同类岗位相关工作经验者更佳
- 具有扎实的文字功底，能独立撰写各类公文、报告与新闻稿，语言表达清晰
- 熟练掌握 MS Office（Word/Excel/PPT）等办公软件，能高效制作各类材料
- 具备良好的组织协调与沟通能力，能推动跨部门协作并处理突发事务
- 责任心强、工作细致、有服务意识与团队合作精神，具备较强抗压能力
- 普通话流利，具备良好英语读写能力；会粤语或具备中英双语写作能力者优先
- 有中资企业或香港金融机构工作经验、可立即上岗者优先考虑

We offer competitive remuneration package and comprehensive fringe benefit to the right candidates. Interested parties please submit your application to assetmgt.hr@boci-pru.com.hk.

All information received will be treated in strict confidence and only be used for recruitment related purpose. Candidates who are not being contacted within two months may consider their applications unsuccessful. Unsuccessful applications will be retained for up to twelve months for further recruitment purposes and will then be destroyed.

Teamwork * Responsibility * Integrity * Performance