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.

Assistant Manager / Senior Officer, Unit Trust Dealing (Ref: AO-478-W)

Our Operation Department is currently looking for high caliber candidate to join

Responsibilities

- To handle systems and automation related development with internal and external parties
- To handle projects in detailed minded with strong multi-tasking capabilities and excellent time management skills
- To process various kinds of procedures in compliance with Company's policies and regulatory bodies requirement, especially in tasks relating to KYC, AML, FATCA and CRS
- To perform administrative duties on funds ordering related job tasks

Requirements

- Post-secondary/University graduates with minimum 3 years' solid working experience in UT operation / project management in fund houses / asset management companies or trustees
- Able to work independently with strong problem solving and communication skills
- Prudent, self-motivated, sincere, positive and well-organized
- Excellent command of both written and spoken English, Cantonese and Mandarin
- Proficiency in PC applications including Excel and Word
- SFC Licensee for Type 1 and Type 4 is highly preferred

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