



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 Vice President, Macau Business (Ref: AM-712-W)

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

Responsibilities

- Assist in formulating/executing business strategies and lead marketing initiatives (seminars, campaigns) to promote pension/investment funds, while conducting market research and optimizing sales channels.
- Manage end-to-end client and business partner relationships including handling all communications and inquiries, onboarding (KYC/AML), account maintenance, performance reporting, and issue resolution, ensuring high-quality service delivery.
- Coordinate operational improvements by facilitating workflow enhancements, risk assessment processes, digital transformation initiatives (system upgrades, data analytics tools), and resource allocation.
- Lead and coordinate projects (including new product launches, regulatory implementations, process optimizations, and other business initiatives) with cross-functional teams.
- Act as primary coordinator for all regulatory matters (including pension laws, FATCA/CRS/AML, cybersecurity, and other applicable requirements), ensuring compliance through control implementation, staff training, and audit management.
- Perform and validate financial calculations and accounting for pension funds, including performance metrics and regulatory filings, ensuring accuracy and compliance.
- Prepare executive reports and manage internal budgeting.

Requirements

- University degree in Finance, Accounting, Business with minimum 8 years' experience in pension fund / Macau regulatory related experience and holder of CPA/CFA is preferred.
- Proven business development / sales skills with marketing strategy execution and client management experience.

- Comprehensive knowledge of Macau pension laws/operations, including FATCA / CRS / AML / cybersecurity standards; experience with pension operators and regulators engagement preferred.
- Strong technical skills in IT systems and data analytics, with financial analysis and numerical proficiency capabilities.
- Leadership ability to mentor teams, coordinate cross-functionally, and work independently under pressure.
- Fluent spoken English / Cantonese / Mandarin; professional writing in English / Traditional / Simplified Chinese.
- Flexibility for HK-Macau travel, willing to work overtime and adapting to changes.

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