



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.

Administrator, Pension Fund Administration (Ref: AO-496-W)

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

Responsibilities

- Responsible for daily Macau pension scheme administration activities such as enrolment, contribution, fund switching, termination, etc.
- To perform general clerical duties, data entry, filing etc.
- To provide quality service to clients and business partners
- He/she will also require to assist in ad hoc projects

Requirements

- Degree holder with 1 – 2 year working experience in pension scheme administration
- Able to work under pressure and meet deadline
- Good team player, self-disciplined
- Good command in written and spoken English, Cantonese and Mandarin
- Proficiency in Microsoft Office and Chinese Word Processing

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