



BOCI-Prudential Asset Management Limited (the “Company”) offers a broad spectrum of investment products and services, which include Hong Kong mandatory provident fund scheme (“MPF”), pension funds, retail unit trusts, exchange traded funds, institutional mandates and other investment funds. In addition, the Company also manages discretionary investment portfolio and charity fund for both private individuals and institutional clients.

Assistant Legal Manager (Ref: AL-041-W)

Our Legal Department is currently looking to high caliber candidates to join

Responsibilities

- Assist in preparing letters, legal documents, offering documents and notices, conducts legal research, writing summaries and reports
- Liaise with counterparties, regulators, adviser and responsible for the timely completion and all legal documentation for all launching new funds, including all contracts and regulatory requirements

Requirements

- Qualified lawyer with experience gained in asset management companies, financial institutions, reputable law firms or in-house legal department will be an ideal candidate
- Excellent command of both spoken and written English and Chinese
- Strong drafting, analytical, communications skills, commercial acumen, well-organized and be able to prioritize tasks effectively
- Proficiency in PC operations
- Good interpersonal skills, self-motivated with strong sense of responsibility

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.

Responsibility * Integrity * Teamwork * Performance