



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 Legal Manager

Our Legal Department is looking for a high-caliber candidate to join

Responsibilities

- Assist in preparing letters, legal documents, offering documents and notices, conducting legal research, writing summaries and reports.
- Liaise with counterparties, regulators and advisers, 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 and communication skill, commercial acumen, well-organized and be able to prioritize tasks effectively.
- Proficiency in PC operations.
- Good interpersonal skill, 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.

Teamwork * Responsibility * Integrity * Performance