



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, Market Communication** (Ref: AM-717-W)

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

#### **Responsibilities**

- Assist in corporate identity enhancement
- Liaise with internal stakeholders and external parties on the execution of BTL, ATL and digital marketing activities
- Support business units and liaise with external parties in the preparation of marketing collaterals
- Liaise with internal parties regarding the regular data and information supplied
- Review the data and information updates required in the regular production process of fact sheets and reports and the website
- Assist in handling external communication platforms and performing relevant user acceptance testing, e.g. website and social media account
- Assist in managing the ad-hoc projects and event

#### **Requirements**

- Degree holder or above in Business Administration, Marketing or related disciplines with minimum 3 years of relevant experience in MPF service providers/trustees/asset management companies. Candidates with less experience will be considered to join at junior level position
- Candidate who passed a qualifying examination recognized by MPFA/SFC will be an advantage
- Proficient in both written and spoken English, Cantonese and Mandarin
- Excellent communication and interpersonal skills
- Good PC skills
- Good team player, multi-tasking, able to work under pressure and tackle complex problems with tight deadlines
- Conscientious, meticulous and self-disciplined

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](mailto: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**