



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 Officer, Macau Business** (Ref: AM-609-W)

Our Marketing is currently looking to high caliber candidate to join

#### **Responsibilities**

- To support general office work and marketing Macau Business in both Hong Kong and Macau operations / marketing events
- To assist in preparing user requirement for business plan implementation
- To participate User Acceptance Test in relating to Macau pension system
- To handle ad hoc assignment assigned by the supervisor

#### **Requirements**

- Diploma / Degree holder in Business, Economics, Finance or related discipline with minimum 1 year’s working experience. Candidate with less experience will also be considered
- Able to hand job tasks with strong multi-tasking capabilities and team spirit
- Good communication, interpersonal, organization and problem solving skills
- Good command of both written and spoken English, Cantonese and Mandarin
- Proficient in PC applications including Excel and Word
- Immediate available is highly preferred

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.*

**Responsibility \* Integrity \* Teamwork \* Performance**