



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 Officer, Pension Fund Administration** (Ref: AO-497-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.
- Carry out general clerical duties, data entry, filing etc.
- Provide quality service to clients and business partners
- Perform some checking tasks related to daily administration work
- Participate in ad hoc projects as required

#### **Requirements**

- Degree holder with at least 3 years working experience in pension scheme administration
- Able to work under pressure and meet deadline
- Good team player, self-disciplined and fast learner
- Mature, independent, efficient and customer oriented
- Good communication and interpersonal skills
- Good command in written and spoken English, Cantonese and Mandarin
- Proficiency in Microsoft Office and Chinese Word Processing
- Candidate with less experience will be considered for junior position

We offer competitive remuneration package and comprehensive fringe benefit to the right candidates. Interested parties please submit your application to [assetmgmt.hr@boci-pru.com.hk](mailto:assetmgmt.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**

