



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.

Contract Officer/Senior Officer, Unit Trust Dealing (Ref: AO-415-W)

Our Operation is currently looking to high caliber candidate to join

Responsibilities

- To conduct in-house system enhancements and UAT relating to unit trust operation with internal and external parties
- To handle job tasks in detailed minded with strong multi-tasking capabilities and excellent time management skills
- To process various kinds of procedures in compliance with Company's policies and regulatory bodies requirement
- To perform administrative duties on funds ordering related job tasks

Requirements

- Post-Secondary/University graduates with minimum 3-5 year's solid working experience in Unit Trust operation / transfer agencies/fund houses or asset management companies
- Able to work independently with strong problem solving skills
- Prudent, Self-motivated, Sincere, Positive & Well-organized
- Good command of both written and spoken English, Chinese & Mandarin
- Proficiency in PC applications including Excel and Word

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