



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.

Customer Service Officer (Ref: AC-161-W)

Our Call Center is currently looking to high caliber candidate to join

Responsibilities

- To handle inbound and outbound calls and to perform administrative duties on daily operational support
- To provide on-site visit to prospective clients
- Assist to handle ad-hoc project

Requirements

- Post-Secondary graduate or above with 1 - 2 years’ experience in customer service, MPF administrative duty or MPF Call Center
- With MPF Intermediaries and HKSI license for Paper 1, 7 & 8 is preferable
- Good command of spoken and written English & Chinese
- Proficiency in Microsoft Office and Chinese Word processing

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