



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.

Marketing Assistant (Ref: AM-611-W)

Our Marketing is currently looking to high caliber candidate to join

Responsibilities

- To provide pension schemes administration support to relationship managers including enrolment, contribution, switching and termination that align with all regulatory requirements
- To liaise with various relevant parties, follow up outstanding issues and completed jobs assigned
- To provide possible solutions on customers’ enquiries
- To handle ad hoc assignments as required

Requirements

- Associate Degree or above with 1 – 2 years working experience with career development plan towards the role of relationship manager
- Proficient in PC and MS Office applications with fast and accurate typing skills
- Good command of both written and spoken English, Cantonese and Mandarin
- Holders of SFC and MPF licenses are advantageous

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