



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.

Marketing Assistant

Our Marketing Department is currently looking for high caliber candidates to join

Responsibilities

- To provide pension schemes support to relationship managers including enrolment, contribution, switching and termination that align with all regulatory requirements
- To ensure smooth running of jobs being assigned and follow up outstanding issues
- Liaise with various relevant parties to complete job assigned
- To handle ad hoc assignments as requirement

Requirements

- Bachelor’s degree with 1–2 years of relevant experience. Candidates with less experience or fresh graduate may be considered for a junior level position
- Strong interest in pension funds and a willingness to learn and grow in the industry
- Proficiency in Microsoft Office (Excel, Word, PowerPoint) and Chinese word processing with fast and accurate typing skills
- Holders of SFC and MPF licenses is 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.

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