



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.

Officer, Unit Trust Dealing (Ref: AO-418-W)

Our Operation is currently looking to high caliber candidate to join

Responsibilities

- To perform administrative duties on funds ordering related job tasks
- To handle on-going in house systems enhancements including UAT 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 prepare reports and written correspondences to internal and external parties

Requirements

- Post-Secondary /University graduate with minimum 3-5 year's solid working experience in UT operation /transfer agencies/ trustees or fund houses
- 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
- Proficient in PC applications including Excel and Word
- SFC Licensee of Type 1 & Type 4 is highly 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.

Responsibility * Integrity * Teamwork * Performance