



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.

Executive / Assistant Officer, Investment Fund Services (Ref: AM-715-W)

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

Responsibilities

- Provide sales and administrative support to the sales team to ensure smooth operations
- Assist in the creation of marketing materials, including product pitch decks, presentations, and internal reports
- Support the training and communication of product updates to distributors in a timely manner
- Handle ad-hoc tasks and projects as assigned by management

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 asset management and a willingness to learn and grow in the industry
- Proficiency in Microsoft Office (Excel, Word, PowerPoint) and Chinese word processing
- Fluent in both written and spoken English, Cantonese and Mandarin
- Detail-oriented, proactive, and eager to take on new challenges
- Strong communication skills to liaise with internal teams and external partners

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