



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.

Senior Administrative Officer (Ref: AM-606-W)

Our Marketing is currently looking to high caliber candidate to join

Responsibilities

- To provide efficient and effective support to sales teams
- To prepare analysis reports and to assist in marketing activities
- To provide office administration support to the team such as collect and deliver mails, documents and equipment etc.

Requirements

- HKCEE / HKDSE or above with solid administrative experience. Candidate with less experience will also be considered as Administrative Officer
- Proficient in PC applications including Excel, Word and PowerPoint
- Good command of both written and spoken English and Cantonese
- 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