



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 Officer / Officer, Pension Fund Administration (Ref: AO-422-W)

Our Operation Department is currently looking to high caliber candidates to join

Responsibilities

- Responsible to supervise a team to carry out pension scheme administration activities including pension scheme setup, member enrolment, contribution settlement, fund switching, member transfer and termination etc.
- To liaise with client and business partners to provide quality service, develop, motivate and provide regular guidance and training to teammates
- Assist to monitor the pension scheme administration activities comply with regulatory requirements, relevant procedures and guidelines
- To participate in preparing regular reports and ad hoc projects

Requirements

- Degree holder with at least 3 - 5 years working experience in pension scheme administration
- Able to work under pressure and meet deadlines
- Mature, independent, good problem solving and communication skills
- Good command in written English and Chinese
- Proficiency in Microsoft Office and Chinese Word Processing

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