



# Role Profile

## Associate, Product & Solution

### *About E Fund Management (Hong Kong) Co., Limited*

**E Fund Management (HK) Co., Ltd** (“E Fund HK”) was officially established in 2008 and is licensed by the Securities and Futures Commission of Hong Kong to conduct Type 1 (Dealing in Securities), Type 4 (Advising on Securities) and Type 9 (Asset Management) regulated activities. As a premier global business platform for E Fund Management Co., Limited (“E Fund”), E Fund HK has a subsidiary in New York, and listed several RQFII ETFs and RQFII/QFII public funds, at six stock exchanges across the US, Europe and the Asia-Pacific. Its award-winning products have been recognized by leading institutions such as Morningstar, Lipper, AsianInvestor and Benchmark for their strong performances relative to peers.

E Fund, the parent company of E Fund HK, was founded in 2001 and headquartered in Guangzhou. It has branch offices in Beijing, Guangzhou, Shanghai, and subsidiaries including E Fund HK and E Fund Asset Management Co., Ltd. E Fund has grown tremendously to become one of the largest fund management corporations in China with total assets under management exceed RMB 1 trillion\* (including E Fund HK and China subsidiaries). It is licensed to cover a full spectrum of asset management services in China including, public funds, national social security fund, corporate annuities, discretionary accounts, QDII, QFII and RQFII. E Fund passed the independent verification of the Global Investment Performance Standards (GIPS) in August 2014, signifying an important step forward to become more internationalized with unified performance reporting.

Capitalizing the investment and research ability of E Fund, E Fund HK maintains three investment research teams, each specializing in RQFII/QFII, international and alternative investment. Integrated with E Fund’s global expansion strategies, E Fund HK is committed to providing quality asset management services for onshore and offshore investors in Greater China and US ADR markets. Via the construction of a global-facing



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asset allocation platform, E Fund HK serves as a window to investors in China for asset allocation exposures all over the world.

## Responsibilities

- Support the Client Marketing & Sales roadmap and other marketing events;
- Support Sales activities;
- Maintenance and Coordination of Marketing documentation liaising with Marketing;
- Work closely with Product and Solution Team;
- Responsible for developing /maintaining Client database in order to enhance Client Relationship Management;
- Management of marketing roadmap and Client events.

## Requirements

- Bachelor degree holder in finance, economics, accounting or related disciplines;
- At least 3 years working experience, proven exposure in established Investment / Corporate Banks or Asset Management Firms is an advantage
- Relevant experience in Mainland China strongly preferred;
- Familiar with Mainland China market;
- Fluent in spoken and written in English and Mandarin;
- Excellent numeric and computer skills including Excel and PowerPoint;
- Efficient, proactive and responsible;
- Strong team player with excellent inter-personal skills;
- Organize and ability to prioritize; multi-task & work well under tight deadlines and pressure, reliable and detail minded;
- Passionate in building a career in the finance industry;
- Immediate available is highly preferred.



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## Compensation and Benefits

E Fund HK is a fast growing company with strong financial resources and parent company support. We offer competitive compensations and career growth opportunities. We also offer attractive benefit programs and continued education support.

Interested parties please submit your application with job reference number, full particulars of qualifications, experience, date of availability, latest and expected salary by email to [hk-hr@efunds.com.hk](mailto:hk-hr@efunds.com.hk).

Applications will be treated in strict confidence. Information collected will be treated strictly confidential and only be used for recruitment related purposes.

For more details, please visit our web site at [www.efunds.com.hk](http://www.efunds.com.hk)