

# SOCIETE GENERALE TRAINEE OPPORTUNITIES

*Hong Kong*



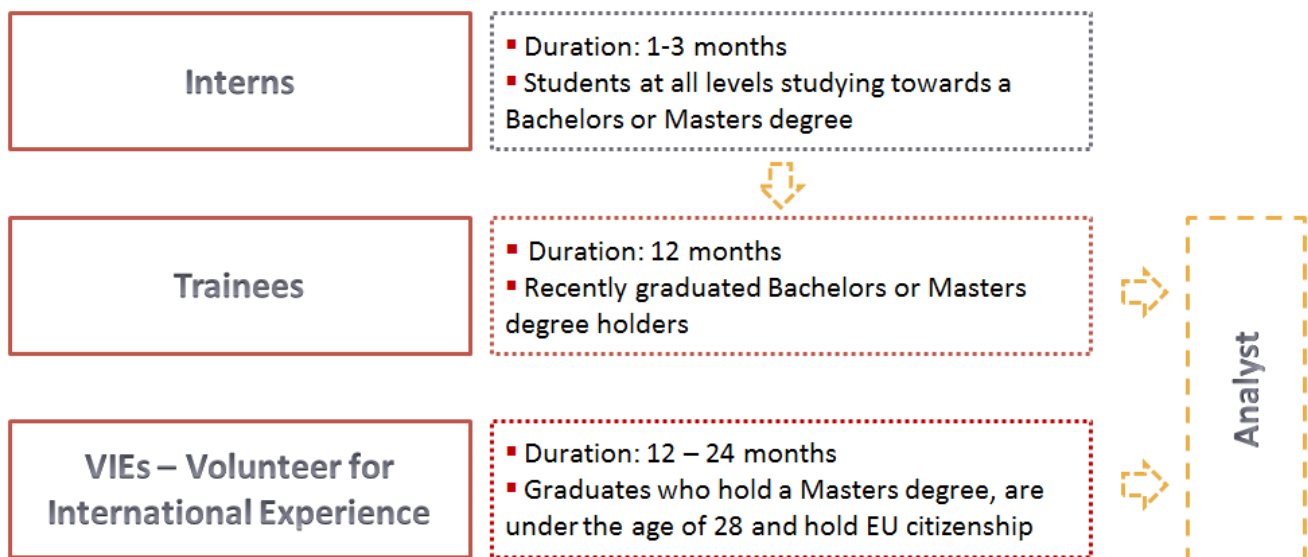
## WHO WE ARE?

Our expertise in the Asia Pacific region ranges from Corporate and Investment Banking (Advisory, Financing and Global Markets) to Asset Management, Securities Services, Trade Finance and Cash Management Services. Leveraging on our formidable global footprint, we serve corporates, financial institutions and the public sector.

The Corporate and Investment Banking (SG CIB) arm of the Societe Generale group is present in over 50 countries across Europe, the Americas and Asia. SG CIB provides corporate, financial institutions, investors and public sector clients with value-added integrated financial solutions.

With our regional headquarters in Hong Kong, we operate in 11 countries across Asia Pacific, employing over 7,100 employees in the region.

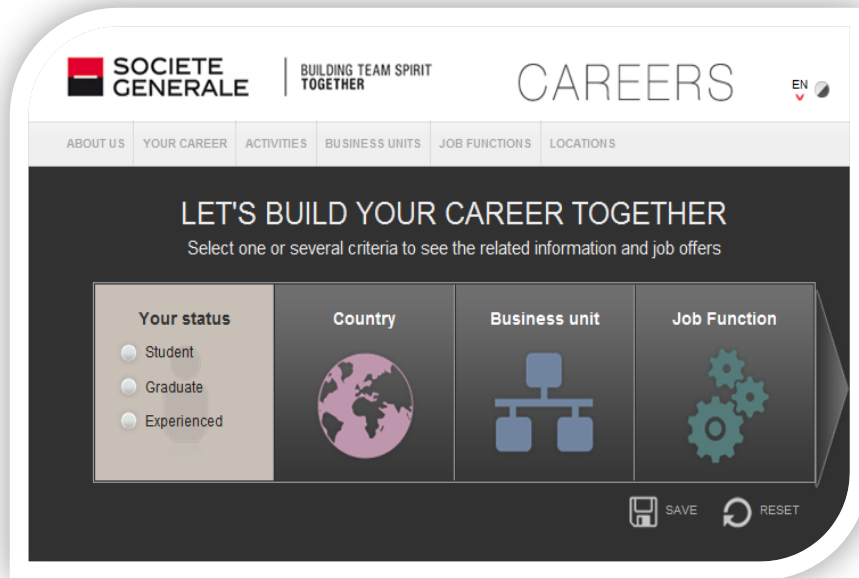
## WHAT JUNIOR OPPORTUNITIES WE OFFER IN HONG KONG?



## OUR APPLICATION PROCEDURE?

To apply for junior opportunities, please visit the Societe Generale Careers website at:

[www.careers.societegenerale.com](http://www.careers.societegenerale.com)



## TRAINEE OPPORTUNITIES WITHIN GLOBAL MARKETS

### **TRAINEE: Financial Engineering Assistant**

The Financial Engineering and Structuring Team is in charge of product development, pricing and marketing of structured products. The Trainee will cover all fixed-income derivatives products and the following asset-classes:

- Rates
- Credit
- Foreign exchange

### **Main Responsibilities**

- Support structurers in providing fast and accurate pricings to sales
- Maintain and improve existing spreadsheets used by the desk
- Develop with structurer on specific products a deep understanding and knowledge of parameters impact on pricing
- Develop new products and strategies under the lead of a pricer
- Collecting/analyzing flow information and client intelligence
- Establish good relationships with sales and trading departments

### **Your Profile**

- Hold a relevant Bachelors or Masters degree in Finance, Economics, Engineering or similar
- Previous experience in a trading floor environment is a plus
- Microsoft Office, in particular Excel, VBA and Power Point
- Proven analytical, computer and interpersonal skills as well as exceptional writing, communication and presentations skills
- Strong team player who can demonstrate creativity and initiative
- Strong interest in financial markets and understanding complex products
- Fluent English is mandatory

**TRAINEE: Economics Research**

The successful candidate will be given a firsthand experience of mainly economic and rates strategy research within the field of investment banking, learning the ropes of data gathering and analysis, publication production and client marketing.

The team is based in multiple geographies and works closely with the front-office business lines. This position offers the opportunity to work with one of the best ranked teams within economic research in investment banking.

**Main Responsibilities**

- Development of economic and rates analysis drawing on the teams datasets under the guidance of the senior economists/strategists
- Managing the production process of team documents
- Delivering responses to external surveys
- Assisting on the smooth functioning of client servicing
- Assisting the team on client marketing activities

**Your Profile**

- Hold a qualification in Economics, Mathematics, Finance or similar
- Excellent communication skills, written and oral
- Present a professional and articulate persona at all times dealing with internal and external parties in a confident and professional manner, both face to face and by telephone
- Strong planning skills and the ability to support the Asia Chief Economist and the team with a proactive approach to enable them to stay on top of the workflow
- Able to deal with a quickly changing environment in a calm and efficient manner
- A flexible approach to work
- Able to prioritize different tasks and requirements
- Ability to work under pressure
- Able to build good working relationships with colleagues
- Ability to take responsibility and work independently
- Fluent in English, Mandarin or Cantonese

**TRAINEE: Global Markets Analyst within Equity Derivatives and Macro Strategy**

Under the responsibility of the Flow Strategy and Solutions team, you will support the Equity Derivatives and Macro Strategist. You will primarily be in charge of generating and maintaining Strategy reports.

During this 12 month contract, you will assist the Strategist in the development of Flow equity derivatives and Macro ideas, the generation of publication reports and the development of new tools to support the business (Excel / VBA / MySQL).

This role will allow you to gain an excellent experience in Market Finance and a valuable knowledge of Equity derivatives

**Main Responsibilities**

- Produce customized Strategy graphs, back-testing and support for Trade Ideas
- Generate and maintain equity derivatives reports
- Assist in the production of marketing documents & market color
- Develop VBA macros or IT light solutions to analyze investment strategies
- Maintain the existing tools & upgrade them according to business evolution

**Your Profile**

- Hold a relevant Bachelors or Masters degree in Finance, Engineering or similar
- Solid level in financial mathematics is a plus
- Extremely proficient in Excel macro development /VBA
- Must be very reliable and pay particular attention to detail
- Ability to adapt quickly to challenging situations and find innovative solutions
- Familiar with products traded (Equity derivatives: swaps, futures, options)
- Excellent English and Mandarin communication skills

## TRAINEE OPPORTUNITIES WITHIN OPERATIONS

### **TRAINEE: Exotic Trade Support**

Trade Supports mission is to ensure all trades and events on the Front office position are correctly reflected in the relevant IT system/ database in order mainly:

- for the Operations department chain to be able to ensure a smooth settlement for all operations
- for Front Office to have a clear and honest vision of their position and risk
- for Development and Finance department to be able to compute/produce economic and accounting PNL in due time

As 1st link in the Operations chain, Trade Support is also the 1st level of control of the business (through Fighting Back controls, permanent supervision).

### **Main Responsibilities**

- Monitoring, calculation and booking of exotic and vanilla events in the FO and BO information systems
- Ensure all vanilla trades have been booked correctly on Trade Date, be able to justify why trades booked after TD were booked late, and define/ put in place relevant action plan to reduce Amend and Cancel rates, and Late Booking rates
- Control of the coherence of inputs with FO tickets and / or Term sheets
- Daily FO/BO reconciliations
- Assist FO on their specific request, ensure accuracy of outputs of reports generated
- Strict application of the Fighting Back rules and controls
- Update/write down sensitive procedures linked to the activity
- Continuous improvement, automation and implementation of MO processes
- React in a timely manner to incident and develop action plan for the long term
- Strong cooperation with other countries and regions (Asia, Europe, America)
- Involved itself into team's activities

### **Your Profile**

- Graduated with an applicable Bachelors or Masters degree
- Financial products knowledge (equity options, stock markets)
- Strong analytical skills, accuracy and swiftness
- Ability to work under pressure
- Good Computer literacy; knowledge on VBA programming is a clear advantage
- Excellent communication skills, required to interface with various internal partners
- English is compulsory

## TRAINEE OPPORTUNITIES WITHIN INFORMATION TECHNOLOGY

### **TRAINEE: Test Automation Developer**

You will join the Front Office development team under Information Technology department. Front office development team has several Scrum feature teams which are directly business facing. These feature teams have been delivering a lot of key projects to business and have been a major contributor to their success.

One of the feature teams, which is currently working on an entirely new position management and exchange connectivity system, is continuously improving our test. As part of this feature team the successful candidate will work closely with business users and other developers to provide high quality systems to users.

### **Main Responsibilities**

- Develop and maintain test automation framework (written in Python)
- Discuss with users to understand their priorities and requirements
- Design test cases, develop Python test automation scripts and execute tests for position and exchange connectivity system
- Maintain a strong focus on quality
- Attain deep technical knowledge and knowledge of Asia exchanges

### **Your Profile**

- Bachelor Degree in Computer Science or related field
- Strong knowledge in Linux is essential
- Experience in programming in Java or C/C++
- Experience in scripting languages, such as Perl and Python
- Fluent written and spoken English
- Excellent problem solving and analytical skills
- An open mind, ability to learn quickly and initiative taking behavior
- A passion for technology
- Knowledge in equity derivatives products is a plus
- 0-2 years working experience



**TRAINEE: On-boarding Specialist**

Within Client and Trading Technology Division, the successful candidate will be part of the Electronic Trading Services team in the Asia Pacific region (based in HK), in charge of providing a wide range of electronic trading solutions, spanning from order management and market data systems, to risk management & trading tools.

**Main Responsibilities**

- Build proximity and understand the needs of clients together with different business teams and formulate with the corresponding trading solutions on different asset classes
- Translate client's needs into trading solutions: from design to implementation, from the network level to application level, FIX certification
- Provide costing indicators and project presentations to clients and prospects
- Conduct trading solutions "run throughs" and demonstrations
- Coordinate with front to back office teams to ensure that all onboarding tasks are completed
- Manage clients and regulators to ensure that clients' trading solutions are in compliance with Societe Generale and regulator's requirements
- Gather feedback of clients for further product offering enhancements
- Keep close coordination with Production experts to guarantee smooth go live for clients
- Maintaining a close relationship with clients, exchanges and Independent Software vendors
- Work closely with different features teams and infrastructure teams within Information Technology Department

**Your Profile**

- Hold a relevant Bachelors or Masters degree in Computer Science, Information Technology or similar
- Possess of Logical thinking and Problem solving skills
- Up-to-date knowledge of technologies
- Knowledge of one or more programming languages and UNIX
- Good organizational and time management skills with ability to work to deadlines
- Ability to take initiatives and come up with innovative ideas
- Detail oriented person with high level of autonomy
- Knowledge of Derivatives and Equities. Knowledge of other Asset Classes will be a plus (i.e. Foreign Exchange, Fixed Income)
- Good interpersonal and communication skills, sense of service and flexibility
- Fluent in written and spoken English, knowledge of other languages (e.g. Korean, Japanese and French) is a plus

## TRAINEE OPPORTUNITIES WITHIN GLOBAL TECHNOLOGY SOLUTIONS

### **TRAINEE: Service Desk**

You will be a Service Desk Trainee within Global Technology Solutions. As a Trainee you will provide daily operational and technical support and troubleshooting services to end-users in a proactive and professional manner.

### **Main Responsibilities**

- Handle Service Desk Hotline and assist client enquires
- Handle Service Desk mailbox and assist client enquires
- Log all incident and request cases into Impulse (ServiceNow) call logging system
- Keep customers informed on request status and progress and update the cases.
- Close the cases upon confirmation with users
- Handle IT equipment purchase requests
- Handle Video Conference requests
- Handle and submit Security Expectation Requests
- System Account Administration
- Basic Windows OS, Microsoft products and PC troubleshooting

### **Your Profile**

- Hold a relevant Bachelors or Masters degree
- Have sound knowledge of Windows Desktop
- Responsible and committed team player with strong interpersonal skills
- Basic troubleshooting skills and able to follow process and procedure
- Need to have common sense
- Able to learn quickly and work under a fast-paced environment
- Self motivated achiever who gains satisfaction from providing excellent customer service
- Willing to work in shifts without management supervision
- Good communication skills and customer-oriented
- Good command of both written and spoken English

**TRAINEE: Service Management Officer**

The Service Management Officer is part of the IT Infrastructure Department; the Trainee will be responsible to ensure the service quality provided by IT Infrastructure Department to Internal Clients. To perform this objective, the Trainee relies on technical experts.

**Main Responsibilities**

- Centralizes and coordinates the various actions undertaken and planned by the technical teams in solving problems
- Centralizes change requests
- Checks the compliance of these requests and validates
- Chairs the weekly review committee changes (RRB)
- Controls the progress of operations, communicates this progress, and writes the post-operation reviews as appropriate
- Organizes and coordinates events such as Weekend Infra and DR testing
- Coordinates transversal changes (patches campaigns, shared services)
- Improves tools and automation of daily tasks
- Communicates with technical teams and clients on events, processes
- Ensures good knowledge of his/her colleagues
- Supports initiatives to
  - Improve the quality of service
  - Optimize the activity to reduce the management cost
  - Study, implement and monitor new services
- Manages transversal projects to IT Infrastructure department on topics related to production processes

**Your Profile**

- Hold a relevant Bachelors or Masters degree in Finance, Economics, Engineering or similar
- Good communication skills in international, multi-team and multi-cultural environment:
- Excellent English communication skills both spoken and written
- Involvement in a wide scope of subjects and environments:
- Sense of priority and strong motivation
- Creativity and pro-activity mind-set
- Willingness to learn and an appreciation for functional aspects of the job
- Exceptional interpersonal skills in areas such as teamwork, facilitation and negotiation.
- Good written and verbal communication skills in English
- Self management skills and initiative and a proactive way of work

## **TRAINEE OPPORTUNITIES WITHIN COVERAGE AND INVESTMENT BANKING**

### **TRAINEE: Credit Administration**

The Trainee will assist the Credit Administration function which is part of the Client and Credit Group (CCG). CCG is responsible for assessing the credit risk of all clients for the Global Banking and Investor Solutions' business lines and product groups (except Banks, Brokers and Hedge Funds).

#### **Main Responsibilities**

Act as a coordinator for various credit related tasks which include:

- Reporting tasks
- Following up on actions to be performed by the credit teams
- Communicating and training on system/procedural changes
- Providing the necessary support to the teams to ensure a smooth operation within CCG
- Assisting CCG Management in various ad-hoc projects within the department

#### **Your Profile**

- University graduate within Accounting, Finance or Economics
- Good Excel and Powerpoint skills with some knowledge of VBA
- Quick learner and ability to multi-task
- Good communication skills
- Attention to detail
- Fluent in English with Mandarin being a plus

## **TRAINEE: Commercial Support**

Commercial Support (COS) is a team within the Coverage & Investment Banking (CORI) division. Working closely with Coverage and Investment Banking Division's relationship managers and with the country correspondents, COS coordinates marketing activities and provides support to front officers.

### **Main Responsibilities**

- Commercial support to relationship managers for their global relationship with clients: preparing pitchbooks, briefing memos for senior management meetings, client intelligence (client organization, geographical presence, market and industry positioning, banking revenue wallet-sizing, press review)
- Strategic marketing: adapt Societe Generale group's and Global Banking and Investor Solutions' global strategy to the specificities of Asia Pacific (client list, products, market watch, client segmentation, marketing plans)
- Operational marketing: support and develop business in Asia Pacific (optimization of our client base, preparation of action plans and follow-up, account analysis on key clients) and improve the internal sharing of information (through business committees, newsletters)
- Management of commercial banking operations: support coverage team in putting in place commercial loan facilities and participation from credit process, client onboarding, documentation process to loan closing / drawdown / monitoring and reporting in close collaboration with various teams (Credit, Know-Your-Client, Legal, Operations, etc.)
- Involvement in business line transactions upon request
- Monitoring of client profitability: support coverage team with accurate client profitability data, keep track of key transactions and prepare client profitability analysis for portfolio of key clients
- Management of client referential database: responsible for maintaining up-to-date client referential database

### **Your Profile**

- Bachelor or Master degree in Business/Finance
- Banking experience preferred but not mandatory
- Dedication to work and attention to details. Positive attitude with good communication skills and a team player
- Good numerical and analytical skills
- Good knowledge of Excel, Power Point and Word a must
- Fluent English & Mandarin, and proficiency in French a plus

## TRAINEE OPPORTUNITIES WITHIN MARKET ANALYSTS AND CERTIFICATION

### **TRAINEE: Valuation and Market Risk Analyst**

The Market Data Certification Team mandate mainly consists of the following:

- PnL Certification
- Market Risk Certification
- Accounting Certification
- Market Data Certification
- Projects

The Trainee will be responsible to produce Risk Analysis and PNL analysis for the Flow Volatility and Exotics Trading Desk.

### **Main Responsibilities**

- Understanding Front Office strategies, products and model on [Business Line / desks / Products] products
- Produce and certify Risk Analysis for the trading desk
- Produce and certify economic and accounting PNL
- Daily, weekly and monthly reporting of results (trading, sales)
- Monitor market movements and their impacts on the results: developing notably income attribution and performance analysis
- Analyze on results, analysis of disputes and discrepancies
- Optimization and automation of tasks, including tactical tools design and/or development
- Preparation of other reports for internal counterparts, authorities, auditors etc
- Manage special request from management and Front Office
- Develop tools relative to risk analysis an PNL impact on exotics products

### **Your Profile**

- Hold a relevant Bachelors or Masters degree in Finance, Economics, Engineering or similar
- Work under risky environment, need to be reliable and focus on quality
- Able to meet deadlines and anticipate potential issues
- Need to estimate impact of choices in a sensitive environment
- Able to adapt quickly and work in a changing environment
- Working in a trading room, should be able to deliver risk analysis under pressure
- Fluent English is mandatory

**TRAINEE: Cross Business Analyst**

As a traversal group, Cross Business Analysis (CBA) Team under Market Analysis and Certification Department is in charge of production and certification of various risk metrics including market risk, counterparty credit risk, credit valuation adjustment, collateral valuation, PNL consolidation and Risk Weighted Asset. CBA team in Asia Pacific region has a double-objective of being part of global certification process and working closely with Asia-Pacific chief risk officers for local specific needs in terms of market and counterparty credit risk management.

This Trainee will require close co-operation with worldwide Market Analysis and Certification teams and several departments across regions/location. The principal missions would consist of:

**Main Responsibilities**

- Production, analysis and certification of selected global processes
- Monitoring, analysis and reporting of market and counterparty credit risk metrics on local axis
- Handling of ad-hoc special requests (analysis) covering the region

**Your Profile**

- Hold a relevant Bachelors or Masters degree in Finance, Risk management, Engineering, Mathematics or equivalent
- Understanding of market and counterparty risks and credit valuation adjustment
- Understanding of global markets activities and OTC derivatives
- Enterprising, curious, pro-active, rigorous, team spirit
- Good communication and organizational skills
- Strong Excel skills required and VBA programming skills preferred
- Knowledge of regulatory requirements is a plus
- Fluent English is compulsory, French is a plus

**TRAINEE OPPORTUNITIES WITHIN GLOBAL FINANCE****TRAINEE: Commodity Finance Assistant**

This Trainee is to support the daily operations of the Department for business development and to assist the Marketing Officers to maintain an efficient infrastructure for the monitoring of financed transactions.

**Main Responsibilities**

- To liaise with different internal departments to complete various reporting requirements
- To assist preparation of security and other related documents
- To follow up the flow of financed transactions
- To prepare minutes for internal meetings
- To obtain and collect market/industry information and prepare analysis of market update
- To assist preparation of credit application

**Your Profile**

- University graduate (with Masters being a plus)
- Written and spoken English with Mandarin/Cantonese
- Knowledge on computer software and applications
- Basic banking, accounting and finance knowledge



**TRAINEE: Loan Syndicate and Sales****Main Responsibilities**

- Assist the team in all aspects related to the arrangement, structuring, syndication and distribution of loans, which involves, among others, the following:
  - Provide background research in terms of transaction comparables for the purpose of establishing transaction pricing and structure
  - Provide support in preparing liquidity analyses to ascertain market capacity for syndicated loan transactions
- Provide support for the preparation of presentations to external and internal customers
- Prepare, under the support of the team members and in coordination with business lines, Information Memorandums, Bank Presentations and material related to the launch of syndicated transactions
- Provide support to the bookrunning of syndications, including the sending of invitations to investors, as well as basic follow-up via phone or email
- Develop an understanding of the Asia-Pacific and global syndicated loan markets, investor universe and investor appetite for the different asset classes. Participate in the preparation of internal loan market reviews
- Contribute to maintaining and managing internal reporting and administrative tasks

**Your Profile**

- Bachelors or Masters Degree in Economics, Business, Finance or similar
- Strong numerical skills and familiarity, with financial modeling would be valued
- Good understanding of financial and credit analysis would be valued
- Strong interpersonal skills and experience of working in a team
- Sound knowledge of MS Office: Word, Excel and Powerpoint
- Familiarity with Bloomberg valued
- Excellent oral and written English. Knowledge of Mandarin would be an advantage

## **TRAINEE OPPORTUNITIES WITHIN LYXOR ASSET MANAGEMENT**

### **TRAINEE: Client Relations Assistant**

The Trainee will have a strong involvement in a sales assistant role for the business development team in Hong Kong, to build information/reporting/client database to support the growth of the business in the region.

The Trainee will be required to study and pass the necessary qualification exam (Paper One) for certain front line functions. As a Trainee you will also assist both on-going promotion and marketing events.

### **Main Responsibilities**

- Provide support to the business development team in Hong Kong
- Assisting the sales in sales activities
- Provide support on KYC, client on boarding and ongoing client services
- Maintain and improve existing websites including contents and information with accuracy on daily basis.
- Support product launches, client event, general marketing and on-going cross-listing activities
- Handle client general enquiries through hotline (subject to obtaining necessary license/qualification)
- Maintain product/reporting/client database
- Prepare client meeting materials

### **Your Profile**

- Hold a relevant Bachelors or Masters degree
- Hold a professional qualification preferably
- Ability to work under pressure
- Good time management
- Basic knowledge of alternative investment products and exchange traded funds
- Strong working relationships
- Proficient in MS Office and general computer programs
- Proficient verbal , written skills
- Fluency in English, Cantonese and Mandarin. Chinese typing is mandatory

## TRAINEE OPPORTUNITIES WITHIN DEVELOPMENT AND FINANCE

### **TRAINEE: Finance COO Assistant**

Finance COO is a team who aims to accompany “Run the Bank” functions regarding organization topics, definition of the target operating model and continuous process improvements. The team will be mainly focusing on non-IT projects and initiatives.

#### **Main Responsibilities**

##### **Support to the Finance Chief of Staff**

- Support internal communication and coordination for transversal topics for Asia
- Support internal activities including, L&L, Townhall
- Co-ordinate Asia communication (Synapse, backup on production of weekly update) & Training
- Consolidate and produce the monthly Asia KPI dashboard
- Make sure to collect all the Asia weekly update from regional and local team incharge
- Ad-hoc support on COS functions

##### **Project Portfolio Management**

- Production of a monthly project dashboard, project forecast
- Monitoring of the budget and costs pertaining to the projects / initiatives handled by the team
- Supporting the team in the elaboration of Change budget
- Support the project team with the project monitoring tool (Pyramide)
- Ad-hoc support on prioritized initiatives required by the team

#### **Your Profile**

- Hold a bachelors or Masters qualification within Finance or similar
- Proficient within MS office, especially Excel and PowerPoint
- Strong interest for Banking / Finance
- Strong interpersonal skills with an extrovert personality
- Adaptable, flexible and fast learning
- Capacity to work autonomously
- Capacity to meet objective assigned on time and with accuracy
- Strong analytical sense
- Good communication skills
- Proficient in English

## TRAINEE OPPORTUNITIES WITHIN COMMUNICATION

### **TRAINEE: Junior Events Manager**

As a Junior Event Manager Trainee, you will report to the Regional Head of Events, Asia Pacific. You will be liaising with all areas of the business, supplying support to the Asia Pacific Head of Events and overall Asia Pacific Communication team. This ranges from arranging site meetings, liaising with suppliers, negotiating on prices, working on site and more.

The Junior Event Manager Trainee will work closely alongside the Event Manager and Graphic Designer and provide support for all as well as on admin work managing invite list and the creation of events in the company event platform.

### **Main Responsibilities**

- Populate budgets
- Research and book suitable event venues
- Delegate management
- Source, negotiate quotes and book suppliers/contractors
- Provide and manage invitation content
- Provide post event analysis and reports
- Filing, answering enquiries, conducting market research, preparing documents, secretarial work for meetings etc.
- Working onsite before, during and after the event to oversee and manage everything related to your role. E.g. Manage part of the site build, negotiate with contractors, work live on the event
- Responsible for supervising the production of all branded materials such as (but not limited to) save the dates, invitations, banners, goodies etc
- Assist and cooperate with both operations and sales teams on event structure, project development and co-ordination

### **Your Profile**

- A relevant Bachelors or Masters degree
- Ability to multitask with strong organizational skills
- Responsible, customer-orientated with good interpersonal and communication skills
- Detail mind, proactive and a team player
- Microsoft office proficient, Design (Photoshop and inDesign) beneficial but not compulsory
- Ability to communicate in English, Cantonese and Mandarin preferred

## TRAINEE OPPORTUNITIES WITHIN AUDIT

### **TRAINEE: Internal Audit**

#### **Main Responsibilities**

- Under the supervision of the Head of mission or senior auditors in the team, the trainee assists in the following tasks:
  - Identification and evaluation of the risks on audited activities
  - Execution and documentation of the assigned work within budgeted time
  - Drafting of preliminary audit points to raise audit findings
  - Following-up of the implementation of audit recommendations
  - Preparation of the risk assessment & work programs
  - Improvement of audit tools
  - Team administrative tasks
- The job will involve strong communication with other team members, and frequent contacts with audited teams staff and managers

#### **Your Profile**

- Degree holder in Engineering, Finance/Business or related disciplines
- Previous working experience in Financial/Audit field is preferable
- Appetite to learn new things and develop audit skills
- Paying attention to details and producing quality work
- Taking accountability for his/her actions
- Generating creative and practical ideas at work (e.g. Think outside of the box)
- Positive attitude and able to work with all level of staff
- Sharp analytical mind
- Good communication, presentation and report writing skills
- Experience with Microsoft office
- Fluent in verbal and written English

**TRAINEE OPPORTUNITIES WITHIN LEGAL****TRAINEE: Legal**

The Legal Department is responsible for advising various business lines on legal and regulatory issues, reviewing and approving transactions.

**Main Responsibilities**

- Assist the Lawyers in the Legal team in respect of over-the-counter (“OTC”) derivative transactions (all underlyings) and cash equities matters
- Review and draft documentation, and arranging execution of the above transactions and matters
- Assist with related processes and reporting
- Contact relevant internal stakeholders as appropriate

**Your Profile**

- Hold a Bachelors or Masters Degree in Law (Hong Kong or Commonwealth qualification)
- Have good communication skills
- A Level (or equivalent) with a mathematics component favoured
- IT Skills – Proficient in Word, Excel, Powerpoint and Outlook
- Previous work experience with emphasis on attention to details and accuracy
- Excellent command of (i) spoken and written English and (ii) written Traditional Chinese

## TRAINEE OPPORTUNITIES WITHIN COMPLIANCE

### **TRAINEE: Compliance**

The Hong Kong Licensing and Registrations team within Compliance is responsible for regulatory licenses, and surrounding processes. The team communicates with regulators as well as the Societe Generale front office to ensure compliance to the relevant regulations.

### **Main Responsibilities:**

- Assist on the Staff Licensing and Registration procedures involving the Securities & Futures Commission of Hong Kong, Hong Kong Monetary Authority and overseas regulators/authorities
- Conduct reconciliations on license records to ensure accurate record keeping
- Carry out checks and follow up on licensed staff's Continuous Professional Training records
- Assist with SFC Annual Return procedure
- Assist in the management of Asia Pacific Compliance Training programme
- Any other ad hoc tasks as assigned

### **Your Profile:**

- Currently studying towards a finance related degree
- Attention to detail
- Demonstrate the capacity to work in a team environment, on collective success
- Display responsibility and act ethically
- Display commitment, demonstrating consideration for others
- Analytical skills and interpersonal skills
- Ability to work under pressure
- Good communication skills
- Fluent in English, with an Asian language being a plus

## TRAINEE OPPORTUNITIES WITHIN HUMAN RESOURCES

### **TRAINEE: HR Business Partner Assistant**

The Career Management & Advisory Team within HR is responsible for the career management and development of human capital for a specific population within the Group. The HR Business Partner is responsible for the implementation of the global HR strategy and its introduction to the dedicated population, as well as for providing advice to business partners in relation to the full spectrum of HR matters in the region.

#### **Main Responsibilities:**

- Support in the recruitment activities, specifically in terms of staffing plan monitoring and follow up with strong partnership with the internal recruitment team
- Ensure efficient on-boarding of new hires and transfers with partnership with the Client Service Team
- Assist in the off-boarding of employees via liaison with internal teams (Client Service Team, Payroll, HR Service, etc.)
- Support in performance management and talent development initiatives, such as follow up of 360 feedback campaign, objectives setting/evaluation campaign and talent review campaign via liaison with People & Talent Development Team
- Support in compensation & benefits matters, such as collect regular market intelligence for the business and co-operate with the Compensation & Benefits Team in the annual job matching exercise, compensation review
- Participate in ad hoc projects as assigned
- Take on administration tasks within the broad HR scope

#### **Your Profile:**

- Hold a relevant Bachelors or Masters degree in Human Resources Management or similar
- Good knowledge of computer skills including Powerpoint and Excel
- Strong problem solving skill and attention to details
- Excellent analytical skills and be able to work efficiently and effectively within a matrix organization
- Strong sense of confidentiality in handling sensitive information
- Strategic, reliable and self-motivated, who is able to work independently and under pressure
- Good interpersonal and communication skills
- Fluent verbal and written English is mandatory, with Cantonese and Mandarin being a plus