

Investment Services Officer

Responsibilities:

- Assist the branch offices to provide professional investment service in the areas of securities dealing, wealth management and client service
- Provide market information and investment advice upon client's request
- Execute clients' dealing orders of Hong Kong stock market
- Establish and maintain good clients' relations and provide quality services to address their needs such as account openings and answer enquiries
- Attach to branch to assist daily operation
- Support business development and participate in investment seminar
- Promote service quality and participate in various profession upgrade training

Requirements:

- Degree in Economics or Finance related disciplines
- With the qualification of HKSI paper 1, 7 & 8 is desired
- Excellent interpersonal and communication skills, customer oriented
- Mature, good team player and willing to learn
- High level of initiative, accuracy and patience
- Qualified to be registered as licensed representative under SFC
- Good command of Chinese and English
- Fresh graduates are very welcomed

Sales & Trading Specialist (Derivatives Business Division)

Responsibilities:

- Execute dealing orders of Hong Kong and Global stock/derivatives market;
- Present information of derivatives products to customers; support the daily operation of derivatives trading;
- Assist in collecting and analyzing derivatives market information; formulating derivatives trading strategies;
- Facilitate customers in making investment decision by providing rationale and information to
- Keep up to date of derivatives products, market regulations and market development;

Requirements:

- Degree Holder
- With the qualification of HKSI paper 1, 7, 8 & 9 is desired
- Preferred to qualify to be registered as licensed representative in RA 2 under SFC
- Good knowledge of derivative products including HK Futures, Global Futures, Stock Option and Global Securities will be an advantage
- Excellent interpersonal and communication skills, customer oriented
- Fast response and able to work under pressure
- Mature, good team player and willing to learn
- High level of initiative, accuracy and patience
- Fluent in Putonghua is a must with good command of Chinese and English
- Fresh graduates are very welcomed

Officer – Customer Support

Responsibilities:

- Understand the profiles of different customers
- Identify the needs and expectations of customers and refer to relevant business team
- Assist in handling different types of customer enquiry to enhance customer satisfaction via telephone, email and face-to-face
- Assist in opening accounts for customer
- Assist in handling feedback and complaints from customer
- Assist in managing customer relationship professionally
- Collaborate with internal departments to deliver quality service of company standard

Requirements:

- Degree in Business related disciplines
- With the qualification of HKSI Paper 1, 7 & 8 and IIQE Paper 1 & 3 will be an advantage
- Good knowledge of financial products will be an advantage
- Good command of English, Cantonese and Putonghua
- Customer-oriented and strong communication skills
- Proactive, patient, good services attitude, detailed oriented and a good team player
- Fresh graduates are very welcomed

Operation Officer - Cash Management

Responsibilities:

- Participate in daily operations of cash management
- Monitor and manage the daily cash flow activities
- Responsible for bank reconciliation
- Communicate with banks and internal departments ensuring for smooth cash management process
- Undertake ad-hoc tasks assigned

Requirements:

- Degree holder
- Good command of spoken and written in English and Chinese
- Good PC knowledge, MS Office and Chinese word-processing
- Detail-oriented with good communication and problem-solving skills
- Fresh graduates are very welcomed