

## **Officer (Securities Dealing)**

### **Responsibilities:**

- Assist the retail sales team to provide professional service in the areas of **dealing, client service** and **business development**:
- Provide market information and investment advice upon client's request
- Execute clients' dealing orders of securities related products
- 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 administration operation
- Develop to assist the products trading of global market such as futures and derivatives whenever necessary
- Support business development and participate in various ad-hoc projects
- Promote service quality and participate in various professional upgrade trainings

### **Requirements:**

- Associate Degree/ Degree in any disciplines Or Non-degree holder with relevant experience
- Excellent interpersonal and communication skills, customer oriented
- Mature, good team player and willing to learn
- High level of initiative, accuracy and patience
- Able to work under pressure
- Qualified to be registered as licensed representative under SFC
- Good command of Chinese and English, fluent in Putonghua is an advantage
- Candidates with less experience or lower qualification will be considered as Assistant Officer

## **Dealing Officer – Futures (Day/Night-Shift)**

### **Responsibilities:**

- Assist Investment Sales Division to execute dealing orders for customers
- Understand customer's needs and assist to handle all kinds of customer's enquiries
- Support sales development in all kind of financial products and participate in ad-hoc projects

### **Requirements:**

- Associate Degree/Degree in any disciplines Or Non-degree holder with relevant experience
- Qualified to be registered as licensed representative in RA 2 under SFC
- 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
- Good command of Chinese, English and fluent in Putonghua is an advantage
- Fresh graduates are welcomed to apply