



中銀國際 控股有限公司
BOC International Holdings Limited

Job Title:

Analyst, Business Operations

Responsibilities:

- Assist in trade booking and settlement in global equity markets;
- Operates settlement systems like Clearstream, CTM;
- Follow with with counter-parties / clients for settlement related issues;
- Manage clients portfolio by providing settlement and stock transfer services; and
- Handle ad-hoc project / request that assigned by Managers.

Requirements:

- Degree holder in Business, Management or Finance related discipline
- Works from 12 midnight to next day 9 am and on public holiday
- 1 years or above experience in Global Market stock settlement and nominee services gained with sizable brokerage house or investment bank(Fresh graduates with good knowledge in Global Market stock settlement will also be considered)
- Native in Putonghua and good command of both written and spoken English; Cantonese
- Cooperative, independent, responsible and customer oriented with good communication skills
- Able to work under high pressure and time constraint due to short settlement cycles / tight deadlines
- Strong in Microsoft excel, word and power point (including Chinese Word Processing)
- Programming knowledge in VBA is an advantage

Please apply in strict confidence with full resume, academic record, current and expected salaries to bocihrd@bocigroup.com.

(The personal data provided will be used for consideration of recruitment only. All personal data of unsuccessful candidate will be destroyed within six months.)