



# 中銀國際 控股有限公司

## BOC International Holdings Limited

**Job Title:**

AVP, Corporate Action Professional (Business Operations)

**Responsibilities:**

- Cover all activities related to Corporate Actions for Global Equity Market;
- Supervise fixing / knock out / exercise events for OTC Derivatives;
- Review Derivatives Term Sheet and Corporate Events announcement and take appropriate action(s);
- Monitor and handle coupon payment and corporate action processing in Bond market;
- Manage clients' portfolio by providing custody/Nominees services;
- Initiate and manage process re-engineering and system enhancement to strengthen operational risk control and comply with regulatory requirement;
- Equip the team with appropriate and up-to-date product knowledge and regulatory requirement to maintain the high quality of service deliverable;
- Supervise and provides training to junior staff; and
- Handle-hoc project / request that assigned by Managers

**Requirements:**

- University graduate
- 8 years or above relevant experience in the areas mentioned above
- Fluent in English, Mandarin and Cantonese
- Familiar with CCASS, CMU, Creation online operations
- Good knowledge in SFC and HKEx rules and regulations
- Quality focused work and strong controls mind-set
- Mature, independent with good market sense, willing to work under pressure and tight schedule
- Strong in Microsoft excel, word and power point (including Chinese Word Processing)
- Programming skill like VBA is an added advantage

Please apply in strict confidence with full resume, academic record, current and expected salaries to [bocihrd@bocigroup.com](mailto: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.)*