



中銀國際 控股有限公司

BOC International Holdings Limited

Job Title:

AVP, ESOP & Placement (Business Operations)

Responsibilities:

- Responsible for checking settlement transactions to ensure transactions are in compliance with relevant operating and control procedures;
- Perform recurrent equity settlement tasks including post trade processing, cash and stock settlement, SI setting, Nominee Services and IPO/Placement, etc;
- Liaise with front office, internal and external clients to follow up any settlement related issues;
- Analysis and understand the system development methodologies;
- Provide recommendation for solution and work with the IT team;
- Participate in system development projects, in particular, during user requirement collection, UAT, system migration and development;
- Back up other colleagues of the team in accordance with back up arrangement

Requirements:

- Degree holder in Business, Management or Finance related discipline
- 8 years or above solid experience in Global market equity settlement and nominee services gained from sizable brokerage or investment bank.
- Candidate with less experience will be considered as Associate
- Proficient at MS Office applications (Word; Excel and Power Point).
- Knowledge in VBA programming an added advantage
- Cooperative, independent, responsible and customer oriented with good communication skills
- Good command of both written and spoken English; Cantonese and Mandarin
- Willing to work Shift-Duty / Overtime / Public Holiday, if required
- Able to work under pressure and time constraint due to short settlement cycle / tight deadlines

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.)