



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

**Job Title:**

AVP, Global Equity Settlement, (Business Operations)

**Responsibilities:**

- Assist in trade booking / CTM / manual trade confirmation / settlement in global equities markets;
- Liaise with front office, internal and external clients to follow up any settlement related issues;
- Hands-on experience in operates systems like Clearstreams, CTM, CCASS;
- Knowledge in handling Stock Borrowing and Lending transactions, mark to market management;
- Knowledge in fixing events handling for Global Equity Markets / Derivatives markets;
- Managing clients portfolio by providing settlement and stock transfer services;
- Handle ad-hoc project / request that assigned by Managers.

**Requirements:**

- Degree holder in Business, Management or Finance related discipline
- Works for 3 pm to 12 midnight and on public holiday
- 8 years or above solid experience in Global Market stock settlement and nominee services gained with sizable brokerage house or investment bank
- Good command of both written and spoken English; Cantonese and Mandarin (preferable)
- 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) and VBA programming

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.)*