



中銀國際 控股有限公司

BOC International Holdings Limited

Job Title:

AVP/Associate, Business Operations, OTC Derivative and Structure Product

Responsibilities:

- Support and monitor trade booking, daily processing and support in relations to OTC Derivative and Structure Products (including OTC Derivatives, Structured Products etc.);
- Coordinate with front office, middle office and other operations processing teams if any clients queries/problem;
- Review current manual process and coordinate with Changes/IT to enhance or streamline process as appropriate;
- Responsible for operations control to minimize operational failure in relations.
- Support KRI and MIS reporting;
- Facilitate and support various back office related projects studies, ordination, system testing and implementation;
- Assist line manager in completing assigned tasks, including new projects; and
- Work productively and cohesively with internal staffs and relative parties in respect of daily operations.

Requirements:

- Degree holder with at 6-8 years or above relevant experience. Candidate with less experience will be considered at Associate level
- Ability to work in a team environment and interact with all levels of the organization
- Rigorous attention to detail, and extreme accuracy with numerical calculations;
- Demonstrated ability to work independently, prioritize, multi-task, and consistently meet deadlines
- Strong analytical and computer skills with demonstrated proficiency in Microsoft Excel
- Excellent written and verbal communication skills for effective communication with internal and external business partners

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.)