



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

Job Title:

Analyst, Sales Admin (Private Banking)

Responsibilities:

- Perform daily post trade monitoring on sales activities;
- Point-of-escalation for issues handling and business inquiries from sales team;
- Liaise with trading desk and back office to support day-to-day business and trouble-shooting complicated issues;
- Perform regular controls and periodic review e.g. documentation controls and continuous compliance / annual review of existing accounts;
- Error handling and resolution;
- Participate in new product/business and core system implementation projects, e.g. UAT, system launch, etc.;
- Other ad hoc sales administration tasks

Requirements:

- Degree holder with a minimum of 3 years of relevant experience in financial/banking industry with sound product knowledge;
- A good team player, self-starter, mature, detailed oriented;
- Able to multi-task and work under pressure;
- Excellent interpersonal and communication skills

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.)