

Sun Hung Kai Financial Limited (“SHKFL”), founded in 1969, is a wholly-owned subsidiary of Sun Hung Kai & Co. Limited (Stock Code: 86).

Operating under the Sun Hung Kai Financial brand as well as the SHK Private and SHK Direct sub-brands, SHKFL has three core business segments, which are Wealth Management and Brokerage, Capital Markets and Asset Management. They offer customised financial solutions for retail, corporate and institutional clients.

SHKFL has an extensive branch and office network in Hong Kong, Mainland China and Macau, and offers a diversified financial trading platform to its customers. SHKFL, through its subsidiaries, currently has over HK\$56 billion* in assets under management, custody and/or advice. (*Figures as of 31 December 2011)

To cope with our business needs, we are now looking for candidates with good potential to apply for the following position in the Private Client Services Department:

Sales Support, Private Client Services

Ref: SS/PCS/160512IN

Responsibilities

- Provides professional customer and counter services to customers
- Provides administrative support to Sales team and House team
- Facilitates in account opening and other related arrangements
- Participates in marketing, promotion and customer retention activities
- Participates any ad hoc assignment if required

Requirements

- Diploma or above
- Minimum 1 year solid experience of administrative support in financial industry
- Holder of SFC licenses and CIB licenses is an advantage.
- Good interpersonal and communication skills
- Strong sense of responsibility and able to work independently
- Good command of both written and spoken English and Chinese, Fluent spoken in Putonghua is an advantage.
- Proficient in MS Word, Excel and Chinese Word Processing

We offer a competitive remuneration package to the right candidate. If you are interested in the post, please send your resume together with your **present and expected salaries** through online application by clicking the “QUICK APPLY” button.

QUICK APPLY

For more information about Sun Hung Kai Financial, please visit www.shkf.com.

We are an equal opportunity employer and welcome applications from all qualified candidates. All applications will be treated in the strictest confidence. Personal data provided will be used for recruitment purposes only. We do not assume any risks of disclosure of personal information prior to receipt of applications.

Under the Personal Data (Privacy) Ordinance, you may request access to, and / or correction of your personal data in relation to your application. If you wish to do so, please email to hr@shkf.com.

