

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 Operations Department:

Support, Equities Operations

Ref: SEO/O/160512IN

Responsibilities

- Performs clerical duties such as data input, information checking etc.
- Prepares and checks payment instructions and vouchers
- Handles pre-matching of settlement instructions with brokers and clients
- Performs stocks and cash reconciliation
- Assists to ensure in compliance with relevant operating and control procedures
- Assists in projects and ad hoc assignments as required

Requirements

- Form 5 or above
- Minimum 2 years of relevant working experience in securities and financial industries
- Prior experience in shares and derivatives & structured products settlements is a definite advantage
- Familiar with MS Office applications and Chinese Word Processing
- Good command of English and Chinese

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.

