

Support, Wealth Management Operations

Ref: SWMO/O/010212IN

Responsibilities

- Assists to monitor the daily operating activities of mutual funds settlement including mutual funds data maintenance, daily fund prices updating and dividends distribution handling
- Handles daily dealing confirmations, mutual funds holdings transfer requests and costs update
- Reconciles client holdings and takes necessary action according to Corporate Action activities
- Participates in new product launch and ad hoc projects

Requirements

- Diploma or above
- Minimum 2 years experience, preferably in financial services industry
- Knowledge of mutual funds operations is an advantage
- Good command of both written and spoken English and Chinese
- Self-driven with strong sense of responsibility and good interpersonal and analytical skills
- Attentive to details and good team player
- Able to work under pressure and meet tight deadline
- Proficient in MS Office applications

We offer a competitive remuneration package to the right candidate. Please send your resume with **present and expected salaries** to **Human Resources Department** via email to hr@shkf.com (Please quote reference number for the job application).

(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.)

