

# The Hongkong and Shanghai Banking Corporation Limited

## Senior Manager - Business Implementation Unit

The health and safety of our employees and candidates is very important to us. Due to the current situation related to the Novel Coronavirus (2019-nCoV), we're leveraging our digital capabilities to ensure we can continue to recruit top talent at HSBC. As your application progresses, you may be asked to use one of our digital tools to help you through your recruitment journey. If so, one of our Resourcing colleagues will explain how our video-interviewing technology will be used throughout the recruitment process and will be on hand to answer any questions you might have.

### Some careers open more doors than others.

If you're looking for a career that will unlock new opportunities, join HSBC and experience the possibilities. Whether you want a career that could take you to the top, or simply take you in an exciting new direction, HSBC offers opportunities, support and rewards that will take you further.

HSBC Private Bank seeks to be the leading international private bank for business owners and their families. It provides clients with wealth, business and family succession solutions in the largest and fastest growing markets around the world. At HSBC Private Bank, we put our clients at the centre of everything we do.

We are currently seeking a high calibre professional to join our team as a **Senior Manager - Business Implementation Unit**.

### Principal Responsibilities

- Review and comment the work handled by junior staff including system input and trust documentation such as trust establishment, account opening and asset injection
- Ensure the new business meets internal requirement and procedures
- Answer the enquiries from frontline colleagues
- Act as approver of all workflows and data input
- Ensure all trust and company records are complete in system

### Requirements

- Diploma or degree holder in Business, Corporate Governance, Accounting or Law
- Member of Chartered Secretaries and Administrator or Hong Kong Institute of Chartered Secretaries preferred
- Minimum of 5 years experience in trust administration or onboarding and preparing relevant trust documentation
- Company secretarial knowledge or customer due diligence knowledge required
- Good command of written and spoken English and Chinese
- Proficient in Microsoft Office including Word, Excel and Powerpoint and Chinese Word Processing
- Independent, details orientated and able to work under pressure

### You'll achieve more when you join HSBC.

[www.hsbc.com/careers](http://www.hsbc.com/careers)

HSBC is committed to building a culture where all employees are valued, respected and opinions count. We take pride in providing a workplace that fosters continuous professional development, flexible working and opportunities to grow within an inclusive and diverse environment. Personal data held by the Bank relating to employment applications will be used in accordance with our Privacy Statement, which is available on our website.

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