

## **Bank of Communications Trustee Limited**

### **Senior Officer / Officer – Private Trust Business Development (Ref: HKTA)**

#### **Responsibilities**

- Explore and acquire new business by networking through broker/insurance agent/branch etc.
- Promote private trust products such as family/charitable/employee's share award trust to potential clients through different channels including intermediaries and referrals
- Address client's need and provide professional advices so as to maximize business opportunities
- Manage client relationship and answer enquiries
- Monitor Know-Your-Customer process and ensure risk management policy is followed
- Collaborate with trust administration team for new client's onboarding process
- Prepare presentation, marketing and promotional materials
- Participate in ad hoc projects pertaining to marketing and coordination with Head Office
- Perform ad-hoc assignments as required

#### **Requirements**

- Degree in Law, Accounting or business related disciplines, preferably with professional qualification such as HKCIS, CPA, TEP
- 1 year relevant experience in private trust / banking and financial services sector
- Knowledge of securities and relevant regulations in Hong Kong
- Excellent business acumen, communication and organization skills
- Good knowledge in PC skills (M Word, Excel and PowerPoint), Chinese typing an advantage
- Proficient in both spoken and written English and Chinese (Putonghua a must)
- Immediately available is highly preferred
- Candidate with more experience will be considered for the senior position

#### **Application Method**

Apply with full resume with present and expected salary (please quote reference number) to [trust-hr@bankcomm.com.hk](mailto:trust-hr@bankcomm.com.hk) or by mail to "The Head of Human Resources, Bank of Communications Trustee Limited, 1/F Far East Consortium Building, 121 Des Voeux Road, Central, Hong Kong.