

## **Bank of Communications Trustee Limited**

### **Senior Officer / Officer - Private Trust Administration (Ref: HKTA)**

#### **Responsibilities**

- Responsible for the preparation and documentation of trust establishment and transfer
- Handle all related trust documents including trust deeds, letter of wishes and board resolutions
- Perform annual review on trust and meet up clients to understand their needs and expectation and changes of their status
- Liaise with both internal and external stakeholders such as banks, lawyers, accountants, all partners and investment managers or advisors regarding distribution, management and distributions of trust assets
- Prepare and review due diligence/ KYC documents according to internal procedures
- Perform ad-hoc assignments as required

#### **Requirements**

- Degree in Law, Accounting, business related disciplines or possess relevant professional qualifications such as TEP, CPA or ACIS are preferred
- 1 year or above relevant experience in handling private trust administration work
- Excellent communication and organization skills with positive learning attitude
- Good knowledge in PC skills (MS Word, Excel and PowerPoint), Chinese typing an advantage
- Proficient in both spoken and written English and Chinese (Putonghua an advantage)
- 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.