

At Sun Hung Kai Financial, we serve with professional integrity. More than a claim, this describes the way we do business. We are committed to being a world-class financial services provider and delivering superior solutions to our clients. Our people act effectively in the global investment landscape to make this possible. Renowned as one of the leading financial institutions in Hong Kong, Sun Hung Kai Financial Limited (“SHKFL”) has been established with a solid foundation and history of excellence since 1969. Through its two core businesses, Wealth Management and Brokerage, and Capital Markets, the company has an extensive network of branches and offices in Hong Kong, Macau and Mainland China, which offer customised wealth management and investment solutions for retail, corporate and institutional clients. Backed by Shanghai-listed Everbright Securities Company Limited (SSE: 601788) and Hong Kong-listed Sun Hung Kai & Co. Limited (SEHK: 86), we have the pedigree to deliver a steady return on equity, while remaining profitable.

Now an exciting opportunity has arisen for a high-calibre professional to join our dynamic team for a rewarding career:

Assistant, Macau Branch

Ref: A/MAC/IN

Responsibilities

- Assist to perform daily administrative functions
- Prepare reports, such as AMCM monthly report, annual audit report and monthly sales report
- Participate in planning and organizing of promotional / marketing events
- Assist sales staff in relation to insurance business
- Liaise with other departments to ensure smooth operations of the branch
- Participate in ad-hoc projects as assigned

Requirements

- Secondary educated. Degree Holder will be an advantage
- Minimum 1 year or above relevant experience in banking / financial industry
- Holder of AMCM license
- Self-initiative, responsible and able to work independently under tight schedule
- Proficiency in MS Office applications and Chinese word processing
- Good communication skill in both English and Chinese
- Permanent resident of Macau is a **MUST**

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](#)

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For more information about our company, 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. The job applicant will assume all or any risks arising out of or in connection with the job application transmission process prior to our actual receipt of the same including but not limited to accidental or unauthorized loss or disclosure of personal information, to which we will not be responsible in any way.

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.