

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 Officer, Private Client Services

Ref: AO/PCS/IN

Responsibilities

- Prepare regular and ad hoc MIS reports to management and sales team heads
- Provide administrative support to the department including filing documents, ordering stationery, training enrolment, arranging office maintenance, etc.
- Provide sales support and quality services to the sales teams
- Handle licensing applications and other related matter
- Support any ad-hoc tasks as assigned by sales management

Requirements

- Secondary education or above
- Minimum 2 years' relevant experience in financial services industry
- Holder of SFC licence for Type 1 or passed the Insurance Intermediaries Qualifying Examination papers preferred
- Good team player with excellent interpersonal and communication skills
- Able to work independently with strong sense of responsibility
- Experience in MIS report generation highly preferred
- Proficiency in MS Office applications and Chinese Word Processing
- Good command of both written and spoken English and Chinese. Fluency in Putonghua an advantage

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](#)

[Share](#)

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.