

At Everbright Sun Hung Kai, we serve with professional integrity. More than a claim, this describes the way we do business. As an international business platform of Everbright Securities Company Limited (SSE: 601788, HKEX: 6178), Everbright Sun Hung Kai offers a full-fledged financial platform that provides excellent world-class financial products and superior solutions for our clients. As a leading wealth management institution with a solid foundation and history of excellence since 1969, Everbright Sun Hung Kai operates five key businesses, Wealth Management, Corporate Finance & Capital Markets, Institutional Business, Asset Management, and Investment & Financing, serving individual, corporate and institutional clients in Hong Kong, Macau, Mainland China and the U.K.

Our all rounded product and service suite, and our solid track record of delivering a steady return on equity while being committed to staff development, present enormous prospects for talents.

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

## Associate, Strategic Development

Ref: ASD/CEOO/IN

### Responsibilities

- Work in CEO office to provide assistance in preparing quarterly reports to management and headquarter  
协助向母公司进行季度工作汇报、管理层报告
- Assist in writing research reports and press releases on the group or head office and other institutions  
协助撰写对集团或总公司及其他机构调研报告及新闻稿
- Assist to prepare regular presentation materials to headquarter and maintain proper filing records  
协助制作定期向集团、母公司汇报的 ppt 及整理各数据文件
- Complete ad hoc tasks when required  
完成行政总裁交办的其他工作

### Requirements

- Degree holder in Business Administration, Journalism or related discipline  
持有本科相关学位
- Minimum 1 year's working experience in financial industry  
最少 1 年相关的金融工作经验
- Strong writing ability and good interpersonal skills  
具备良好写作功底和沟通协调能力
- Good understanding on securities markets  
对证券行业有一定了解
- Familiar with the corporate culture in the mainland China  
熟悉内地企业文化
- Proficiency in MS Office applications (especially PowerPoint) and Chinese word processing  
熟练掌握 Microsoft Office 办公软件
- Good command of both written and spoken English and Chinese. Fluency in Putonghua required  
良好的中 (包括普通话、粤语)、英文口语及书面沟通能力

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.

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For more information about our company, please visit [www.ebshk.com](http://www.ebshk.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@ebshk.com](mailto:hr@ebshk.com).*