

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:

Analyst, Marketing (6-month contract)

Ref: AMKT/CMC/IN

Responsibilities

- Provide support to the department for project related tasks, events, communications and administration assistance
- Compose, edit, update and proofread all offline and online corporate documents and copies in both English and Chinese to ensure language quality, general accuracy and overall presentation
- Perform User Acceptance Test of web services
- Coordinate assigned projects with different parties and assist in project related activities including events and premium production
- Perform ad-hoc duties as assigned by supervisor

Requirements

- Degree holder in Language, Communication, Marketing, Journalism, or equivalent
- Minimum 1 year of experience in Editing, Public Relations, Corporate Communications, Marketing or related discipline, with exposure in financial industry is preferred
- Highly detail-oriented self-starter with ability to multitask and good organizational skills
- Self-motivated, responsible and able to work independently
- High sensitivity in both text and visual aspect
- Proficiency in MS office applications
- 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.

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For more information about our company, please visit 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.