

EBSI Private is a signature service brand of Everbright Securities International dedicated to serving high-net-worth (“HNW”) and ultra-high-net-worth (“UHNW”) clients. EBSI Private offers a full suite of one-stop, highly personalized solutions and professional services to help clients attain their highest goals by preserving, managing, and growing their wealth. EBSI Private’s distinct investment and financial service platform provides discerning clients with unique and exclusive services, as well as experiences that will open up new horizons for them and their families as they journey through life. EBSI Private also aims to build one of the best investment and wealth management teams to serve the HNW and UHNW client groups in the region. Everbright Securities International is an international business platform of Everbright Securities Company Limited (SSE: 601788, HKEX: 6178).

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

## Assistant Vice President, Sales Support (EBSI Private)

Ref: AVPSS/EBSIP/IN

### Responsibilities

- Act as the first gatekeeper in quality assurance check in dealing in securities and related sales activities in EBSI Private, a sales channel focusing on high-net-worth (“HNW”) clients/individuals
- Assist the sales support team to check the client on board and sales trades related matters e.g. account opening documents, sales process, orders execution flow, post-trade documentations for investment related products and client servicing activities
- Work closely with control departments and keep abreast of updated regulatory and internal compliance requirements and proactively identify areas which require management attention and/or set plans on business improvements
- Coordinate with head office on new compliance and surveillance control matters and provide coaching/training when necessary
- Ensure proper filing of all important documents/sign-off records
- Provide ad-hoc support to the sales support team if required
- Participate in any assigned projects related to sales support and/or dealing support areas

### Requirements

- Degree holder in Business Administration, Finance, Economics or related discipline
- Minimum 5 years’ experience in financial services industry, with hands-on experience in quality assurance areas, good administrative skills, good knowledge of financial products and concrete knowledge of regulatory and compliance standards
- Holder of SFC licence for Type 1 regulated activity (RA1). Candidate with SFC license for RA2, RA3 and/or IA license will be an added advantage
- Self-motivated, independent, responsible, detail oriented with high accuracy, and able to work under pressure in a fast-paced working environment
- Good team player, willing to learn new things, take new challenges and grow with the team
- Excellent interpersonal, communication and presentation skills in both written & spoken English/Chinese

Candidate with less experience will be considered for the position of **Senior Associate**

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).*