

At Everbright Securities International, we serve with professionalism and integrity. More than a claim, this describes the way we do business. As a leading financial services institution and an international business platform of Everbright Securities Company Limited (SSE: 601788, HKEX: 6178), Everbright Securities International offers a full-fledged financial platform that provides excellent world-class financial products and superior solutions for our clients. With a solid foundation and history of excellence since 1969, we operate 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:

## Sales Assistant, Wealth Management

Ref: SA/WM/IN

### Responsibilities

- Provide effective and efficient sales support to the sales team
- Provide professional service to clients / potential clients
- Execute orders for clients
- Handle daily administrative & operational works for the department
- Develop and maintain good relationship with clients
- Assist in handling client account opening
- Perform documents checking to ensure all trade transactions are in compliance with internal procedures & guidelines and regulatory requirements

### Requirements

- Form 7 or above
- 1 year's relevant experience in financial industry
- With HKMA / SFC License is preferred
- Good communication skills with strong sense of responsibility
- Well-organized and able to work independently
- Proficiency in MS Office applications and Chinese Word Processing
- Good command of both written and spoken English and Chinese. Fluency in Putonghua an advantage

Candidate with more experience will be considered for the position of **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).*