

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:

Senior Associate, Sales Administration (Wealth Management)

Ref: SASSOSA/WM/IN

Responsibilities

- Assist all daily administration and operation matters in the sales platform particular in Securities, Insurance and OTC Products
- Monitor daily sales / trades in compliance with internal procedures & guidelines and regulatory requirements
- Coordinate with Operations and Credit Departments on handling daily settlement and account opening to ensure smooth operations
- Perform regular compliance checking of clients, documents and trading activities
- Handle inquiries from Investment Consultants and external customers
- Provide professional service or admin assistance to clients / potential clients and execute orders for clients, if necessary

Requirements

- Form 7 or above, University graduates in Business Administration or related discipline preferred
- Minimum 3 years' relevant experience in financial services industry
- Holder of IA license and SFC licenses for Type 1 regulated activities are preferred
- Good communication skills with strong sense of responsibility, well-organized and able to work independently
- Proficiency in MS Office and Chinese Word Processing
- Good command of both written and spoken English and Chinese, fluency in Putonghua is preferred

Candidate with less 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.

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.