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Operations Assistant (Wholesales Loans Team) – Banking industry

Employment Type
Contract / Full Time

Duration of employment
1 year (Renewable)

Industry
Banking

Working Hours
9:00 – 18:00

Date posted
2018-06-14

Description

Our client, a large-scale and renowned Chinese Bank, is hiring a **Operations Assistant** to join their Wholesales Loans Team in **Kowloon Region** office. It has over 90 years of history and was recognized as second largest bank in the world by market capitalization. This Banking Role will give you a great multi-cultural experience.

Responsibilities

- Support various daily loans transactions such as loan drawdown, repayment and rollover including bi-lateral loans, syndicated loans, etc.
- Monitor interest payments, repayment schedule and fee receipt.
- Prepare funding advice and update of loan ledger
- Perform system data entry
- Review loan drawdown notice against the loans documentations and ensure the drawdown conditions have been fulfilled
- Ensure funds or fees are received on due date
- Prepare audit confirmation and filing of documents
- Liaise with Relationship Managers and Loan Agency
- Participate in user acceptance tests and willing to travel overseas
- Prepare statistical reports
- Perform other job duties as assigned by supervisor

Qualifications

- Diploma or above
- Minimum 1-2 years' practical experience in loans related areas
- Good Excel skill to do statistical analysis (report)
- Good command of written and spoken English and Chinese(including Mandarin)
- Self-motivated. Able to work independently and work under time pressure and demanding environment
- Good communication and interpersonal skills
- Proficiency in PC applications, and sound knowledge in applying computer system solutions
- **Immediately available is a definite advantage**

Contacts

If you have the desire for a challenging and rewarding career development, send us your resume quoting your present and expected salary by clicking "Apply Now" or email to hr@ waionsolutions.com