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Operations Clerk/Clerk – Banking Industry

Employment Type
Contract / Full Time

Industry
Banking

Working Hours
9:00 AM to 6:00 PM

Date posted
2018-04-27

Description

Our client, a large-scale and renowned Chinese Bank, is hiring a **Contract Operations Clerk** to join their Transaction Services team in **Kowloon Region** office. It has over 90 years of history in Hong Kong and was recognized as second largest bank in the world by market capitalization. This is a Banking Role in which a great multi-cultural experience will be gained.

Responsibilities

- Handle back office operations activities, such as ATM and Electronic Banking new applications, maintenance, reconciliation, Signature Image creation and maintenance
- Provide general clerical support, such as filing and photocopying
- Perform other operations activities as assigned

Qualifications

- Form 5 or above
- Minimum 1 year working experience in back office operations is preferred
- Fast-paced, detail-oriented, and able to work under pressure
- Familiar with English and Chinese Word Processing, Microsoft Office such as Word, Excel, and PowerPoint
- Good command of spoken English, Cantonese and Putonghua
- **Immediately available is an advantage**

Job Benefits

- 5 day work
- OT Allowance
- MPF
- Medical Card

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 send your resume to **hr@ waionsolutions.com***