

Associate, China Business

Job Description:

- Primarily focusing on pre-sales support, client services as well as legal & compliance support
- Junior sales, clients cover
- Preparing DDQ, pitch book & training presentation
- Supporting monthly client commentaries and regulatory reports
- Coordinating client meetings, business trips, road show itinerary, conference and other group meetings for the team
- Based in Hong Kong

Requirements:

- Degree holder in Business Admin, Finance, Marketing or related disciplines
- 2 years of work experience
- Well-organized and detailed minded
- Well versed in MS office
- Good communication and interpersonal skills
- Diligent and perseverance
- Past experience in providing team support is an advantage
- Native mandarin speaker
- Good command of English is a plus

Interested candidates please send your full resume with current and expected salary in MS Word format at career@vp.com.hk. Personal data will be used for recruitment purpose only.

Only shortlisted candidates will be notified.