

Alternative Products Team Support

Job Descriptions

- Report to Managing Director of Alternative Products Distribution & Investor Relations to provide secretarial support including organizing and preparing meeting agenda, taking minutes, handling correspondences, drafting emails and maintaining the filing system.
- Proactive calendar management and extensive logistical coordination of meetings with various constituencies (e.g. setting up internal & external conference calls/meetings, logistical planning).
- Planning and arranging extensive overseas travel arrangements - e.g. visas, flights and accommodation for the team.
- Coordinate preparation of marketing material such as fund presentation, periodic commentaries, email communication with investors.
- Prepare sales briefing/ training and seminar materials.
- Support client due diligence and onboarding process.
- Preparing various materials including daily and management reports, market data information, meeting preparation packets, research materials, etc.
- Assisting with ad-hoc projects or other duties as assigned.
- Generates and processes new sales leads as necessary
- Handles phone calls, e-mails, in-person meetings with prospective customers and deals with problems as they arise

Job Requirements

- Degree holder with a minimum 3 years' relevant experience in sizable companies. Experience in financial industry is preferred.
- Excellent command of spoken and written English and Chinese.
- Well versed in MS Office (Word, Excel and PowerPoint), Chinese word processing and familiar with IOS device setting.
- Fit and proper handling of confidential information is a must.
- Good planning, strong interpersonal and communication skills.
- Ability to work and be highly organized under pressure, able to prioritize and handle multiple tasks.
- Independent, meticulous, be self-initiated, with passion and positive learning attitude.

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.