

## Associate, Private Banking

### Job Description:

- Report to Managing Director of Private Banking and to support the effective rollout of all sales support initiatives.
- Assist in preparation of marketing materials such as fund presentation deck, commentaries, and reporting.
- Prepare sales briefing / training and seminar materials.
- Coordinate client events and meeting schedule.
- Support client due diligence and on boarding process.
- Assisting with ad-hoc projects or other duties as assigned.

### Requirements:

- Degree holder with 1 to 2 years of 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.
- A good team player, meticulous, be self-initiated with passion and positive learning attitude.
- Proven ability to multitask in a fast paced working environment and prioritize work assignments.

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

Only shortlisted candidates will be notified.