

Project Manager (Fund Operations)

Job Descriptions:

- Evaluate the efficiency of fund operations. Optimize and improve processes and the overall approach where necessary
- Assist in defining project scopes and ensure operational and technical feasibility
- Assist in designing risk mitigation plan
- Co-ordinate internal resources and service providers / vendors to ensure resource availability and flawless execution of projects
- Ensure that all projects are delivered on-time, within scope and within budget
- Develop a detailed project plan to monitor and track progress
- Report project progress and escalate to management as needed
- Create and maintain procedural manuals and documentations
- Train staff to ensure proper knowledge transfer
- Keep up-to-date on the industry development and best practice and initiate new projects
- Handle complex cases, provide support to management
- Carry out any other duties and responsibility given by Management

Requirements:

- University Graduate with accounting related background is preferred
- Pass SFC paper 1 is an advantage
- At least 8 years relevant working experience in fund industry with at least 2 years of project management
- Excellent command of both written and spoken English, Chinese and Mandarin
- Strong working knowledge of Microsoft Office
- Excellent client-facing and internal communication skills
- Solid organizational skills including attention to detail and multitasking skills
- Good time management skill to deliver results on time, on budget, and to the very highest standards
- Good conflict resolution skills
- Mature, pleasant and patient
- Resilient and result oriented
- Experience in the different aspects of fund operations including fund accounting, custody and settlement and transfer agency services and working in leading fund administration service providers is essential. Experience in regulatory compliance or IT is an advantage
- Willingness to take on project ownership and accountability

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.