

EBSHK Private is a signature brand of Everbright Sun Hung Kai dedicated to serve high-net-worth (“HNW”) and ultrahigh-net-worth (“UHNW”) clients. EBSHK Private offers a full suite of one-stop, highly personalized solutions and professional services to help clients attain their highest goals by preserving, managing, and growing their wealth. EBSHK Private’s distinct investment and financial service platform provides discerning clients with unique and exclusive services, as well as experiences that will open up new horizons for them and their families as they journey through life. A sub-brand of Everbright Sun Hung Kai Company Limited, EBSHK Private aims to build one of the best investment and wealth management teams to serve the HNW and UHNW client groups in the region. Everbright Sun Hung Kai Company Limited is a subsidiary of Everbright Securities Company Limited (SSE: 601788, HKEX: 6178) with Sun Hung Kai & Co. Limited (HKEX: 86) as its substantial shareholder.

Now an exciting opportunity has arisen for a high-calibre professional to join our dynamic team for a rewarding career:

Analyst, Marketing and Client Relationship

Ref: AMCR/EBSHKP/IN

Responsibilities

- Responsible for daily operation of the Client Service Centre including handling telephone enquiries, providing reception service and high quality customer service to clients, providing assistance in the use of facilities of the centre, etc.
- Handle enquiries and provide administrative support to the members of the Client Membership Club
- Provide administrative support to the marketing team including event registration, event reception service, post-event database maintenance, etc.

Requirements

- Secondary school graduate or above
- Minimum 3 years’ customer service experience, preferably in hospitality, client servicing centres or private membership clubs
- Excellent telephone manner and good interpersonal skills
- Pleasant, self-motivated and able to work independently
- Proficiency in MS Office applications
- Good command of both written and spoken English and Chinese including Putonghua

We offer a competitive remuneration package to the right candidate. If you are interested in the post, please send your resume together with your **present and expected salaries** through online application by clicking the “QUICK APPLY” button.

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For more information about our company, please visit www.ebshk.com.

We are an equal opportunity employer and welcome applications from all qualified candidates. All applications will be treated in the strictest confidence. Personal data provided will be used for recruitment purposes only. The job applicant will assume all or any risks arising out of or in connection with the job application transmission process prior to our actual receipt of the same including but not limited to accidental or unauthorized loss or disclosure of personal information, to which we will not be responsible in any way.

Under the Personal Data (Privacy) Ordinance, you may request access to, and / or correction of your personal data in relation to your application. If you wish to do so, please email to hr@ebshk.com.