

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:

## Sales Assistant, EBSHK Private

Ref: SA/EBSHKP/IN

### Responsibilities

- Provide administrative support to sales teams such as handling business submissions and after-service sales administrative tasks, etc.
- Provide high quality of administration and follow-up services to clients under the supervision of sales
- Schedule meetings and appointments for sales teams and make related arrangements
- Assist in handling clients, sales information and related records

### Requirements

- Secondary education or above
- Minimum 2 years’ sales support experience, preferably in banks, Independent Financial Advisor (IFA) or insurance companies
- Basic knowledge and experience in investment or insurance products administration and support will be an advantage
- Candidate with SFC RA1 license and CIB license in long term and united linked insurance will be an advantage
- High sense of responsibility, self-motivated, well-organized and pleasant attitude
- Good communication skills, strong customer-centric mind-set and be passionate in delivery of quality service
- Proficiency in MS Office applications
- Good command of both written and spoken English and Chinese. Fluency in Putonghua an advantage

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](http://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](mailto:hr@ebshk.com).*