

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:

Vice President / Assistant Vice President, Sales Administration

Ref: VPAVPSA/EBSHKP/IN

Responsibilities

- Provide effective and efficient sales administration support to the sales team(s)
- Lead the sales support team in new initiatives and tasks assigned for the sales process management as well as the inter-departmental co-ordination with the company
- Oversee and monitor the daily sales compliance related matters within Sales Division in accordance with external and internal rules and regulation
- Execute, implement and manage daily sales orders documentation
- Conduct regular sales communications for sales production update and sales support related activities including briefing workshops for procedures, policies and regulatory requirement

Requirements

- Degree holder in Finance, Business Administration, Economics or related discipline
- Minimum 6 years’ relevant experience in insurance, financial or banking industry of which 3 years in sales management at supervisory level
- Holder of SFC and CIB licenses is preferred
- Solid knowledge of wealth management, investment products and financial planning
- Proactive, mature and detail-minded
- Self-motivated and aggressive in driving business initiatives
- Good command of both written and spoken English and Chinese. Fluency in Putonghua will be 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.

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.