

就業機會

Career Opportunities



Job Title: Clerk/Senior Clerk

- Unit / Department: Finance Division
- Location: Macau
- Job Status: Full Time

Major Responsibilities:

- Ensure all financial statements and disclosures are prepared in compliance with statutory and regulatory requirements
- Assist to establish accounting policies and procedures to improve management efficiency and effectiveness
- Offer advice on the cost control and review of standards of internal controls, including suspense accounts and unreconciled items
- Support and participate in various ad hoc assignments as required

Job Requirements:

- Degree holder in finance & accountancy or related disciplines, with a recognized professional accounting qualification
 - Minimum 2 years' of relevant experience in banking or financial industry
 - Good team-work spirits, Strong analytical, communication and interpersonal skills
 - Ability to work independently
 - Proficiency in application software including Excel, Word and PowerPoint
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Career Opportunities



Job Title: Sub-Branch Manager

- Unit / Department: Consumer Banking
- Location: Macau
- Job Status: Full Time

Major Responsibilities:

- Lead a branch to achieve its business targets
- Oversee the operations of the branch to ensure efficiency as well as compliance with the Bank's policies and Macau's regulatory requirements
- Monitor the service quality of the branch and continuously seek opportunity for improvement

Job Requirements:

- A degree graduate in Business/Finance discipline
 - Minimum 10 years' servicing and sales experience in consumer banking of which 3 years gained in a managerial level
 - Good knowledge of consumer banking products and services
 - Sales-driven, result-oriented and be able to work under pressure, with good planning, leadership and interpersonal skills
 - Meet the requirement of an insurance staff as defined by the Monetary Authority of Macau
 - Good communication skill in English and Cantonese, knowledge of Mandarin an advantage
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Career Opportunities



Job Title: Personal Banker

- Unit / Department: Consumer Banking
- Location: Macau
- Job Status: Full Time

Major Responsibilities:

- Responsible for promoting the bank's products and services so as to achieve the desired sales targets
- Handle general inquiries and complaints
- Conduct and participate in outbound sales activities for business solicitation

Job Requirements:

- A degree graduate in Business/Finance discipline
 - Minimum 3 year of related experience
 - Sales-driven, result-oriented and be able to work under pressure
 - Accredited with regulator's requirements on provision and distribution of financial products
 - Good communication skill in English and Cantonese, knowledge of Putonghua an advantage
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Career Opportunities



Job Title: Teller

- Unit / Department: Consumer Banking
- Location: Macau
- Job Status: Full Time

Major Responsibilities:

- Handle daily counter transaction and enquiries accurately to meet customers' needs
- Promote banking products and provide timely quality counter services to meet the banking center service goal
- Positive customer service attitude and attentive to details

Job Requirements:

- Post-secondary education with at least 1 year's teller experience
 - Good communication skill in English and Cantonese, knowledge of Putonghua an advantage
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Career Opportunities



Job Title: Lead Operations Representative

- Unit / Department: Consumer Banking
- Location: Macau
- Job Status: Full Time

Major Responsibilities:

- Handle and supervise general operations and general administrative functions of the branch to ensure that regulatory compliance and the bank's policies and procedures are strictly adhered
- Coach and supervise associates at counter and operations team to ensure efficiency and smooth running of the branch
- Cross-sell consumer banking products to achieve business targets
- Ensure the quality and performance standard at the frontline are delivered to the desirable result meeting the mystery shop requirement
- Perform other service-related duties as assigned by the management

Job Requirements:

- Minimum 5 years of experience in branch operations during which 3 year at officer level
- A degree graduate in Business/Finance discipline
- Familiarize with consumer banking products and operations procedures
- Good interpersonal skills and be able to work under pressure
- Self-motivated and detail-oriented
- Good communication skill in English and Cantonese
- Excellent command of MS Word and Excel

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All applications received will be used for employment-related purpose only.