



Senior Operations Officer / Operations Officer

KEY RESPONSIBILITIES

1. Support daily operations and client services related to Asset Management and Investment Products
2. Handle daily processing of clients' subscriptions/redemptions with different vendors for Funds, Insurance, Securities and other investment products
3. Assist in client onboarding, client due diligence and document preparation to ensure operational workflow comply with regulatory and internal guidelines
4. Provide operational support to internal teams, and various vendors
5. Assist customer services hotline for customer and service provider's enquiries
6. Maintain and house-keep client & transaction records, products information, regulatory requirements and different statistical data for regulators and internal management in a timely basis
7. Assist Operation Team in various projects and ad-hoc duties

KEY SKILLS

1. 3 years or above solid experience in operations team in Asset Management firms, Broker, Fund Administrators or Advisory Services firms
2. Sound knowledge in SFC regulations or Investment Products is preferred;
3. University degree is preferred
4. Strong analytical skills, multi-tasking and time management
5. Ability to adapt to a continuously evolving system and work-flow environment
6. Able to work under pressure and independently
7. Good command of written and spoken English and Chinese (including Putonghua)

Interested candidates, please send your full CV together with the following to hr@stifg.com:

- a. Expected Salary
- b. Current Salary
- c. Reason for leaving current and past employments