1. **GBA Retail Banking Specialist (Business Development) (18 months’ contract)**

**Responsibilities**

* To be stationed in the Shenzhen, Guangzhou or Zhuhai Branch of The Bank of East Asia (China) Limited for a period of 18 months
* To understand client requests and product offerings of retail banking businesses in Greater Bay Area
* To provide support to various functions of retail banking businesses and support the expansion of cross-border businesses, including acting as witness of account opening, mortgage loan application, Wealth Management Connect, referral handling, etc.
* To be a representative in handling cross-border businesses referred by counterparts in Hong Kong
* To handle relevant procedures related to loan applications including but not limited to documentation and assessment
* To handle other tasks as assigned

**Requirements**

* Graduates of 2019 to 2021 in universities / tertiary institutions located in or outside Hong Kong with bachelor's degree or above in Finance, Trade, Marketing or related disciplines
* Hong Kong residents who are lawfully employable in Hong Kong and the Mainland
* 0-3 years of relevant experience in banking sector
* Basic financial knowledge
* Proactive, able to work independently and under pressure
* Good communication, interpersonal and problem solving skills
* Fluency in Cantonese, English and Mandarin is preferred
* Good command of written English and Chinese

**大灣區零售主任（見証專員崗）(合約期18個月)**

**工作內容**

* 於東亞銀行（中國）有限公司的深圳、 廣州或珠海分行工作， 為期18個月
* 了解客戶訴求與大灣區零售業務適用產品
* 支援大灣區零售銀行業務流程，協助大灣區分行開展跨境業務，包括：香港見證開戶、見證按揭貸款申請、按揭合同簽署、香港私行轉介、理財通、兩地一本通存款等
* 作為香港向內地轉介客戶的溝通聯絡人，並協助完善轉介流程
* 受理客戶借款申請，完成零售貸款業務的貸前調查，填寫各類授信申請文本和管理文本，完善信貸申報手續
* 收集業務開展所需資料，協助客戶日常維護工作
* 完成上級安排的其他工作任務

**任職要求**

* 在2019至2021年在香港或香港以外的院校完成學士或以上學位課程，大學本科為金融、財務、貿易、市場營銷或相關專業
* 合法在港受僱及在內地工作的香港居民
* 0-3年相關銀行經驗
* 具備一定的金融基礎知識
* 善於應對挫折和突發事件，能夠承受較强的工作壓力
* 具有進取精神、性格積極、樂觀、外向及良好溝通能力
* 能操流利廣東話、英語及國語
* 具有中英文閱讀及書寫能力

1. **GBA Retail Banking Specialist (Mortgage) (18 months’ contract)**

**Responsibilities**

* To be stationed in the Shenzhen, Guangzhou or Zhuhai Branch of The Bank of East Asia (China) Limited for a period of 18 months
* To understand client requests and product offerings of retail banking businesses in Greater Bay Area
* To provide support to various functions of retail banking businesses and assist customers in mortgage loan applications
* To support the expansion of cross-border businesses and the expansion of mortgage loan sales channel, e.g. referral partners, sales exhibitions, onsite promotion
* To follow through the entire mortgage loan application processes, including enquiries handling, status update, documentation, data input, contract signing, etc.
* To handle other tasks as assigned

**Requirements**

* Graduates of 2019 to 2021 in universities / tertiary institutions located in or outside Hong Kong with bachelor's degree or above in Finance, Trade, Marketing or related disciplines
* Hong Kong residents who are lawfully employable in Hong Kong and the Mainland
* 0-3 years of relevant experience in banking sector
* Basic financial knowledge
* Proactive, able to work independently and under pressure
* Good communication, interpersonal and problem solving skills
* Fluency in Cantonese, English and Mandarin is preferred
* Good command of written English and Chinese

**大灣區零售主任（按揭專員崗）(合約期18個月)**

**工作內容**

* 於東亞銀行（中國）有限公司的深圳、 廣州或珠海分行工作， 為期18個月
* 了解客戶訴求與大灣區零售業務適用產品
* 支援大灣區零售銀行業務流程，拓展零售貸款業務及協助客戶完成按揭業務申請
* 協助大灣區分行開展跨境業務及按揭業務渠道拓展，包括：中介門店、開發商展廳、購房展銷會渠道的拓展及現場駐點宣傳、營銷
* 受理客戶借款申請，包括：受理客戶按揭業務咨詢、貸款進度咨詢、貸款申請材料的整理及通知客戶補充材料、系統錄入、跟蹤審批進度及處理審查審批問題、跟蹤貸款合同簽署流程及整理貸款合同簽署材料等
* 完成上級安排的其他工作任務

**任職要求**

* 在2019至2021年在香港或香港以外的院校完成學士或以上學位課程，大學本科為金融、財務、貿易、市場營銷或相關專業
* 合法在港受僱及在內地工作的香港居民
* 0-3年相關銀行經驗
* 具備一定的金融基礎知識
* 善於應對挫折和突發事件，能夠承受較强的工作壓力
* 具有進取精神、性格積極、樂觀、外向及良好溝通能力
* 能操流利廣東話、英語及國語
* 具有中英文閱讀及書寫能力

1. **GBA Retail Banking Specialist (Financial Planning) (18 months’ contract)**

**Responsibilities**

* To be stationed in the Shenzhen, Guangzhou or Zhuhai Branch of The Bank of East Asia (China) Limited for a period of 18 months
* To understand client requests and product offerings of retail banking businesses in Greater Bay Area
* To provide support to various functions within retail banking businesses and support the financial management business process including the Wealth Management Connect for Hong Kong and Macau residents
* To foster relationship with customers according to customer segmentation; analyse customer needs and provide value-added services to enhance service quality and customer satisfaction
* To increase Northbound Trading customers through various promotional tactics
* To tap business opportunities through customer relationship management in daily transaction
* To handle other tasks as assigned

**Requirements**

* Graduates of 2019 to 2021 in universities / tertiary institutions located in or outside Hong Kong with bachelor's degree or above in Finance, Trade, Marketing or related disciplines
* Hong Kong residents who are lawfully employable in Hong Kong and the Mainland
* 0-3 years of relevant experience in banking sector
* Basic financial knowledge
* Proactive, able to work independently and under pressure
* Good communication, interpersonal and problem solving skills
* Fluency in Cantonese, English and Mandarin is preferred
* Good command of written English and Chinese

**大灣區零售主任（理財專員崗）(合約期18個月)**

**工作內容**

* 於東亞銀行（中國）有限公司的深圳、 廣州或珠海分行工作， 為期18個月
* 了解客戶訴求與大灣區零售業務適用產品
* 支援大灣區零售銀行業務流程，協助赴內地臨櫃的港澳客戶完成理財通業務流程，並通過與客戶建立合作關係，提升客戶與本行的貢獻
* 根據客戶分類及客戶服務標準，制定有效可行的客戶服務計劃，分析客戶動態，瞭解客戶需求，聯絡客戶情感，提供增值服務，樹立我行理財業務品牌形象。並強化服務品質和客戶滿意反饋
* 運用各種宣傳資源，拓展北向通的港澳客戶，提高我行零售銀行品牌形象
* 在交易業務處理中融入客戶關系管理的概念，不斷發掘進一步提供理財服務的機會
* 完成上級安排的其他工作任務

**任職要求**

* 在2019至2021年在香港或香港以外的院校完成學士或以上學位課程，大學本科為金融、財務、貿易、市場營銷或相關專業
* 合法在港受僱及在內地工作的香港居民
* 0-3年相關銀行經驗
* 具備一定的金融基礎知識
* 善於應對挫折和突發事件，能夠承受較强的工作壓力
* 具有進取精神、性格積極、樂觀、外向及良好溝通能力
* 能操流利廣東話、英語及國語
* 具有中英文閱讀及書寫能力

1. **GBA Corporate Banking Specialist (18 months’ contract)**

**Responsibilities**

* To be stationed in the Shenzhen, Guangzhou or Zhuhai Branch of The Bank of East Asia (China) Limited for a period of 18 months
* To provide various support in business expansion
* To gather information for business development and assist customers in daily maintenance work
* To handle information enquiries
* To assist in handling and transferring credit information and files
* To handle risk assessment, financial data and system maintenance related tasks
* To handle other tasks as assigned

**Requirements**

* Graduates of 2019 to 2021 in universities / tertiary institutions located in or outside Hong Kong with bachelor's degree or above in Finance, International Trade, or related disciplines
* Hong Kong residents who are lawfully employable in Hong Kong and the Mainland
* 0-3 years of relevant corporate banking experience
* Strong analytical skills, communication skills and problem solving skills
* Proactive, detailed mind, able to work independently and under pressure
* Knowledge of China’s economics, finance, policy of foreign exchange, regulatory requirements and relevant international practice
* Basic Cantonese and spoken English and Mandarin
* Good command of written English and Chinese

**大灣區分行業務支援部主任(合約期18個月)**

**工作內容**

* 於東亞銀行（中國）有限公司的深圳、 廣州或珠海分行工作， 為期18個月
* 協助部門主管做好對分行業務拓展團隊的各項支持類工作
* 收集業務開展所需資料，協助客戶日常維護工作
* 負責相關信息查詢
* 協助整理及移交信貸資料和檔案
* 完成各項風險排查、財務數據及系統清理工作
* 完成上級安排的其他工作任務

**任職要求**

* 在2019至2021年在香港或香港以外的院校完成學士或以上學位課程，大學本科為金融、國際貿易或相關專業
* 合法在港受僱及在內地工作的香港居民
* 0-3年相關企業銀行經驗
* 良好分析能力和溝通能力
* 具責任心、工作嚴謹細心，能夠承受較强的工作壓力
* 熟悉國家經濟、金融、外滙管理政策、監管機構要求和相關國際慣例
* 能操基本廣東話、英語及國語
* 具有中英文閱讀及書寫能力