

BNP Paribas - Assistant Business Manager

Job Description

Key Responsibilities

1. To provide assistance in Marketing & Business Support.
2. To contribute to the monthly "RM Dashboard": receiving data from various sources / departments, compiling and consolidating them according to the required templates.
3. To provide assistance for conducting various client portfolio analysis and tracking / follow-up exercises.
4. To provide administrative support for preparing agreement/termination notifications according to the standard templates.
5. To provide support to the business managers of the team for the coordination/management of the projects impacting the Front Office.
6. To create tools enabling to analyse and follow-up the business/Front Office activity.
7. To assist to prepare presentations.

During the assignment, the staff must comply with regulatory requirements and internal guidelines.

Skills & Requirements

Graduation Year:	2014 - 2016
Fields of Study:	Any Discipline
Education Level (pursuing / obtained):	Bachelor
Required Level of Work Experience:	1 year

Competencies (Technical / Behavioural)

1. Ability to perform precise, reliable and rigorous analyses.
2. Proficiency in IT applications (Excel / Powerpoint) is a must.
3. Basic knowledge of the banking activity.
4. Good presentation and communication skills.
5. Willingness to learn, curiosity.

About BNP Paribas

BNP Paribas offers you an exciting career opportunity in an international, challenging business environment characterized by high pace and diversity with focus on creating valuable relations with our customers. We offer a competitive salary and benefit package. We offer an excellent work environment where you're valued as part of our team.

Application Methods

Please address your application to: Sylvia Cheung, Human Resource Business Partner

- By email to: recruitment.hongkong@asia.bnpparibas.com or
- By Mail to: 27/F, Three Exchange Square 8, Connaught Place, Central, Hong Kong

Application Deadline

2 April 2017