

Analyst – Fixed Income (Ref :JOB-CIOA-0817)

JOB RESPONSIBILITIES

1. Perform in-depth analysis with the primary focus on Asian market with the goal of recommending investment ideas both on an absolute and relative return basis;
2. Responsible for ongoing research coverage, with the primary focus on Asian credit markets;
3. Originate ideas and identify risk factors by analyzing emerging trends in an industry or macro economy;
4. Help update and build financial models under coverage as required;
5. Make periodic company and region visits and produce regular call/summary reports;
6. Co-ordinate closely with other group to generate cross sector investment ideas;
7. Prepare investment memo and present to the investment committees where necessary;
8. Proactive involvement in client service. Such service to include periodic meetings, conference calls and reports, client presentation, pitchbooks, and promoting/selling products to clients where necessary.

REQUIREMENTS

- Undergraduate degree is required;
- Postgraduate / CFA or working toward such designation preferred;
- Min 1-2 years solid working experience in Asian financial markets, preferably gained from both buy and sell side
- Understand pricing dynamic in fixed income markets, preferably in Asian regions;
- Fluent in English and Chinese (Cantonese and Mandarin) and excellent written Chinese skill;
- Excellent analytical skills;
- Proficient in Excel, Word, PowerPoint, VBA, Bloomberg, Wind etc;
- Highly effective communication skills;
- Willing to work in flexible hours and works well in a team work environment.
- Ability to work under pressure with tight deadlines.

Finance Analyst(JOB-AA-0417)

Responsibilities:

- Perform general accounting functions such as preparing payments & receipt vouchers
- Update bank book and prepare bank reconciliation
- Responsible for account payables and receivables and payments
- Process staff expenditure claims; verify data and process claims and reimbursement
- Perform month-end / year-end closing process and prepare corresponding schedules
- Support in other ad-hoc assignment for any system enhancement

Requirements:

- Diploma in Accounting or equivalent professional qualification
- 1-2 years relevant experience, related experience in Finance industry is an advantage.
- Good PC skills, hand-on knowledge on FlexAccount would be an advantage
- Committed, self-initiative, good interpersonal skills and able to work under pressure
- Good command of both verbal and written English and Putonghua. Fluency in Cantonese

We offer 5-Day working, comprehensive training and competitive remuneration package. Please quote the Employer reference number in your application enclosing resume stating career & salary history to Human Resources, AMTD Group Company Limited, 23/F - 25/F Nexxus Building, 40 Connaught Road Central, Hong Kong or by email hr@amtd.com.hk, ***please copy the job reference number in the email title.

Branding & Public Relations Analyst/Associate(JOB-PRA-0517)

Responsibilities:

As a core member of the team, you will provide support to the department, key responsibilities include:

- Develop and implement strategic corporate communication strategy to support brand building and the business development of the company
- Managing the content on the company's website and social media accounts
- Engage in logistics management of corporate events
- Drafting of press releases, handle media inquiries and maintain a comprehensive media database
- Perform ad hoc assignments and handle special projects from time to time assigned by supervisor

Requirement:

- Degree Holder or above in Marketing, Journalism, Communications, Business Administration or related disciplines
- 1-2 years working experience in Marketing experience
- Previous working experience in Financial PR agency is preferred
- Excellent communication and writing skills, fluent in both Chinese (Cantonese and Mandarin) and English
- Proficient in MS Office including Word, Excel and PowerPoint
- Independent, attentive to details and with good interpersonal skills
- A team player who is willing to work in flexible hours
- Ability to work under pressure with tight deadlines
- Fresh Graduates will be also considered

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Analyst / Associate – Debt Capital Markets (Ref: JOB-DCMA-0817)

The Candidates will play an integral role in executing and providing quantitative and analytical support for debt securities offerings. In addition, the candidates will assist senior bankers and work with other members across different teams in executing a variety of transactions with a broad range of responsibilities such as:

- Creating client marketing materials
- Participating and/or leading execution of live transactions. Also acting as a point of contact throughout the transaction execution process
- Managing internal KYC and business approval processes
- Conducting industry and company research and analysis
- Attending client meetings and roadshows
- Developing varies industry and product expertise, and staying current on industry developments
- Developing a good market sense understanding market trends in relations to fixed income products; globally and Asia specific

Requirements:

- Bachelor's degree from a reputable university
- 1-2 years of prior working experience at an investment bank, accounting firm or consulting firm preferred. Fresh graduates are welcome to apply
- A strong work ethic, detail-oriented and a passion for excellence
- Knowledge of general accounting and finance principles
- The ability to excel in both team and self-directed settings
- A working knowledge of Microsoft applications (i.e. powerpoint, excel, word, etc.)
- Strong quantitative / analytical skills
- Excellent verbal and written communication skills with fluency in English and Chinese (Cantonese and/or Mandarin)
- Ability to work under pressure and effectively manage multiple project deadlines simultaneously
- Willing to work in flexible hours

Finance Trainee (JOB-FT-0817)

Responsibilities:

- Perform general accounting functions such as preparing payments & receipt vouchers
- Update bank book and prepare bank reconciliation
- Responsible for account payables and receivables and payments
- Process staff expenditure claims; verify data and process claims and reimbursement
- Perform month-end / year-end closing process and prepare corresponding schedules
- Support in other ad-hoc assignment for any system enhancement

Requirements:

- Diploma in Accounting or equivalent professional qualification
- Fresh graduates, interest in Finance Industry
- Good PC skills, hand-on knowledge on FlexAccount would be an advantage
- Committed, self-initiative, good interpersonal skills and able to work under pressure
- Good command of both verbal and written English and Putonghua. Fluency in Cantonese

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Application Method

Please submit cover letter and CV to hr@amtd.com.hk. You must quote the **Job reference number** in the email title.

Application Deadline

Apply as soon as possible